Technology-enhanced Learning - Activity Plan

MS Excel 2013 – Simple Formulas

Name: *Vijay Prasad*
Grade / Course: *Foundation/ISF21Practical 5*
Length of Activity: *50 minutes*

Lesson Summary:
*Students will explore the standard mathematical operators for formalas, such as a **plus sign** for addition (+), a **minus sign** for subtraction (-), an **asterisk** for multiplication (*), a **forward slash** for division (/), and a **caret** (^) for exponents in MS Excel 2013.*

Lesson Objective:
To provide students with written and video example on how to write simple formulas in MS Excel 2013 using basic mathematical operators and cell references.

Resources/Technology – Teacher
Whiteboard
Computer connected to Projector/Screen
Online Resources

- *https://www.gcflearnfree.org/excel2013/simple-formulas/1/*

Resources/Technology – Students
Computer Lab
Computers with MS Office 2013 – MS Excel 2013.
Online Resources

- *https://www.gcflearnfree.org/excel2013/simple-formulas/1/*

Intended Curriculum Learning Outcomes
Students will

- *understand cell references*
- *create formulas using cell references and mathematical operators (+, -, *, / and ^)*
- *modify values with cell references*
- *create formulas using the point-and-click method*
- *review relative and absolute cell referencing*
- *edit formulas.*

Instructional Activities
Teacher will introduce the activity and briefly describe the cell referencing and mathematical operators. (10 minutes)
Students will read through the lesson at https://www.gcflearnfree.org/excel2013/simple-formulas/1 / and practise in the practice workbook also provided online. (40 minutes).

Learner Assessment

- *Students will demonstrate the creation of formulas by using of these mathematical operators (+, -, *, / and ^) used for calculations in a spreasheet (MS Excel 2013).*
- *Students will also be able to apply relative and absolute cell referencing where appropriate and edit or modify existing formulas.*
- *Students completion of the challenge! given at the end of the activity on https://www.gcflearnfree.org/excel2013/simple-formulas/1/*