

## YEAR 8 – COMPUTING

<b>Subject</b>	<b>Computing</b>
<b>Class/ Division</b>	<b>Year 8 A-F</b>
<b>Week</b>	<b>8 (10<sup>th</sup> May to 14<sup>th</sup> May )</b>
<b>Work send to students via</b>	<b>Group Email/Google Classroom</b>
<b>Total number of lessons per week</b>	2
<b>Unit</b>	6.6 Formatting Excel / Spreadsheet
<b>Lesson 1 (Via Zoom)</b>	<p><b>Learning objective</b> - To be able to understand the basic formatting features in M.S.Excel using SPREADSHEET software.</p> <p>(HOME Tab- Font colour, style, size, bold, italic, underline, alignment, wrap text, merge and centre)</p> <p>(INSERT Tab- Table, header &amp; footer)</p> <p>(PAGE LAYOUT Tab- Margin, size, print area)</p> <p>(FORMAT CELL-Number, currency, date)</p> <p>(Adding, deleting, hiding cells)</p>
<b>Resources</b>	Matrix Computing for 11-14 -2 Page No 168-171
<b>Lesson 2 (via Google Classroom)</b>	<p><b>Learning objective</b> - To be able to apply the basic formatting features in MS.Excel using SPREADSHEET software.</p>
<b>Task</b>	* SPREADSHEET software – M.S.Excel (CUSTOMER DETAILS/ PRODUCT DETAILS)/Any given example
<b>Resources</b>	Matrix Computing for 11-14 -2 Page No 168-171  Worksheet