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| Course: FS ICT – Chapter 1. Intro to basic commands  Date: | Unit  Intro to Excel |

**Stick Ability**

Learner Name:

TLC Name:

**Big picture (AIM)?**

***Engagement***

TLC’s to re-cap on all areas of MS Excel. Learners provided with unlimited access to the presentation and Part 1 workbook. Learners also provided with access to blank spreadsheet for continual practice and development of skill set

Learners partake in interactive sessions, have unlimited access to allow development of new skills linked to MS Excel

**Objectives**

TLC led in first instance, but allows learner the opportunity to access a blank MS spreadsheet to undertake practical applications and interactive learning.

Learner led through interactive use of planned activities. Support with reading and understanding provided via TLC

Introduction to MS Excel by TLC. Explanations of terminology used when using mathematical functions

All modules stretch and challenge from beginners to level 2, to allow development of wider skill sets as required. Presentation builds on skills and allows interactive practice.

To provide each learner with a specific insight into the many basic commands and tools available through excel. Introduction and explanation of this presentation will allow continual access to allow self-study which is linked to all the associated modules.

**Differentiation**

AFL is through re-capping of skills learner. Extending knowledge of all areas of Excel and assessment is via submission and feedback of module assignments, planned practice testing, and sitting ICT Functional Skills test for certification

**PLTS & British Values Covered**

**English/Maths**

**AFL**

Working with TLC, staff and utilising skills links to democracy and mutual respect of others

Links to English reading and Mathematical problem solving at all levels. Interaction with TLC will allow on-going development of all skill levels

**TLC or Learner led?**

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**Starter**

**Plenary**

**Middle Plenary**

Learner led, with support, guidance, assessment and feedback provided by the TLC

Unlimited access to this interactive learning tool allows on-going development of skill set and reference for future development

**Some**

**Most**

**All**