**DCP FOR CHAPTER-5: FORMULAS AND FUNCTIONS**

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| Number of period | Sub-Topics |
| 1 | Working with Formulas, Using Basic Formula, Using Compound Formula, Using a range in a Formula |
| 2 | Types of Cell Reference, relative cell reference, mixed cell reference, Circular Cell Reference. |
| 3 | Cell Reference of Another Sheet, Renaming a Work Sheet, Changing color of a Sheet Tab. |
| 4 | Functions, Common Functions(Auto sum, Average) |
| 5 | Common Functions ODD(),INT(),ROUND()….. |
| 6 | Practical Shown by Students. |
| 7 | Practical Shown by Students. |
| 8 | Exercise Discussion |

 **ODM Teachers’ Note**

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| **Class** | VI | | **Subject** | | | IT |
| **Prd** | 1 | **Chapter-5** | | FORMULAS AND FUNCTIONS | | |
| **Sub-Concepts** | Working with Formulas, Using Basic Formula, Using Compound Formula, Using a range in a Formula | | | | | |
| **Teaching Aid To be used** | Smart Class, PowerPoint presentation, real life example. | | | | | |
| **Learning Outcome** | * Students will learn how to What is formula and it works? * Know the Components of formulas, * using compound formula. * Formula using a range. | | | | | |
| **Sl. No** | **Step Wise (What to be done)** | | | | | |
| 1 **Introduction** | Ask the definition of formula? | | | |  | |
| Working with Formulas, | First show the teaching video where they learn how to Working with Formulas Then discuss the components of formula as reference, operator, constant, function. | | | | | |
| Using Basic Formula | * Explain what do you mean by pointing, how to use formula as =a1+b1 | | | | | |
| Using Compound Formula, Using a range in a Formula | They will learn from video then I will show how to get simple interest as p\*r\*t/100 and get the result. How to apply formula by using a range as =sum(a1:a5) where a1:a5 is a range of cells. | | | | | |
| Home Assignment | It is given in the last assignment. | | | | | |

 **ODM Teachers’ Note**

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| **Class** | VI | | **Subject** | | IT |
| **Prd** | 2 | **Chapter-5** | | FORMULAS AND FUNCTIONS | |
| **Sub-Concepts** | Types of Cell Reference, relative cell reference, mixed cell reference, Circular Cell Reference. | | | | |
| **Teaching Aid To be used** | Smart Class, PowerPoint presentation, real life example. | | | | |
| **Learning Outcome** | * Students will learn What is cell reference? * How many types of cell reference and what are they? * What is the difference between relative and absolute cell reference * Learn about circular cell reference***.*** | | | | |
| **Sl. No** | **Step Wise (What to be done)** | | | | |
| * What is cell reference? | First show the teaching video where they will learn what do you mean by reference. | | | | |
| Relative and absolute cell reference | First show the teaching video where they will learn what is relative cell reference and absolute cell referencell and then show the practical to them. | | | | |
| Mixed and circular cell reference | First show the teaching video where they will learn what is mixed cell reference , show it using example then explain about circular cell reference .Recap the chapter by putting questions or having a quiz | | | | |
| **5.Home Assignment** | Assignments given in the last ppt | | | | |

 **ODM Teachers’ Note**

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| **Class** | VI | | **Subject** | | IT |
| **Prd** | 3 | **Chapter-5** | | FORMULAS AND FUNCTIONS | |
| **Sub-Concepts** | Cell Reference of Another Sheet, Renaming a Work Sheet, Changing color of a Sheet Tab. | | | | |
| **Teaching Aid To be used** | Smart Class, PowerPoint presentation, real life example. | | | | |
| **Learning Outcome** | * ***Learn cell reference to another sheet using copy paste*** * ***Learn about sheet reference*** * ***Learn to rename a sheet.*** * ***Changing the color of a sheet*** | | | | |
| **Sl. No** | **Step Wise (What to be done)** | | | | |
| Cell Reference of Another Sheet | First show the teaching video where they will learn what is cell reference to a another sheet and then show the practically explain to them. | | | | |
| , Renaming a Work Sheet | First show the teaching video where they will learn how to rename a worksheet and then show the practical to them. | | | | |
| Changing color of a Sheet Tab. | First show the teaching video where they will learn Changing the color of a sheetand then show the practically explain to them. | | | | |
| Home Assignment | Assignments given in the last ppt | | | | |

 **ODM Teachers’ Note**

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| **Class** | VI | | **Subject** | | IT |
| **Prd** | 4 | **Chapter-5** | | FORMULAS AND FUNCTIONS | |
| **Sub-Concepts** | Functions, Common Functions as Auto sum, Average(), max(),min() | | | | |
| **Teaching Aid To be used** | Smart Class, PowerPoint presentation, real life example. | | | | |
| **Learning Outcome** | * LEARN WHAT IS FUNCTION AND ITS PROPERTIES * Learn about rules to learn about function * Learn about auto sum(), sum(),average(), max(), min() * Practical use of functions | | | | |
| **Sl. No** | **Step Wise (What to be done)** | | | | |
| WHAT IS FUNCTION AND ITS PROPERTIES | Recall the last call contents by asking some questions, They will see the video relating to this content and then show the ppt and explain again what is function its arguments and its syntax. | | | | |
| Auto sum | They will learn it from video, then I will explain how you can easily add range of values by showing practical example. | | | | |
| Average(), max(),min() | I will show them the syntax then practically show how to prepare a mark sheet of students and find the total, average mark, maximum and minimum marks in any subject by using sum, average, max, min function | | | | |
| **6.Home Assignment** | Assignments given in the last ppt | | | | |

 **ODM Teachers’ Note**

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| **Class** | VI | | **Subject** | | IT |
| **Prd** | 5 | **Chapter-5** | | FORMULAS AND FUNCTIONS | |
| **Sub-Concepts** | Function library, Common Functions ODD(),INT(),ROUND()….. | | | | |
| **Teaching Aid To be used** | Smart Class, PowerPoint presentation, real life example. | | | | |
| **Learning Outcome** | * ***Function library*** * ***Learn some function like Round(),exp(),Sqrt()……etc*** * ***Learn to use Insert Function*** * ***Learn about function Error*** | | | | |
| **Sl. No** | **Step Wise (What to be done)** | | | | |
| ***Function library*** | Show the excel function library and explain types of function available in excel, show the practical how to use it from formula tab. | | | | |
| ***Learn some function like Round(),exp(),Sqrt()……etc*** | Show the practical and explain the syntax of round(), sqrt,gcd, lcm and show the practical by taking some real life data | | | | |
| ***Learn about function Error*** | Explain what are the types of error one can commit and its types. Show the errors by example. | | | | |
| **Home Assignment** | Recap the session and show the assignment slide. | | | | |

 **ODM Teachers’ Note**

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| **Class** | VI | | **Subject** | | IT |
| **Prd** | 6 | **Chapter-5** | | FORMULAS AND FUNCTIONS | |
| **Sub-Concepts** | Practical shown by the students | | | | |
| **Teaching Aid To be used** | Smart Class, PowerPoint presentation, real life example. | | | | |
| **Learning Outcome** | * Students will show practical of by showing the use of sum(), average(),max(),min(). * Student will once again remember the functions and their use. * Competency content knowledge will improve when they show me the practical. | | | | |
| **Sl. No** | **Step Wise (What to be done)** | | | | |
| Practical topic-sum(),average(),max(),min() | First ask the students how many are interested to show the practicals record their names and give chance to show me the practical to me in front of all students. | | | | |
| **Home Assignment** | Exercise questions | | | | |

 **ODM Teachers’ Note**

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| **Class** | VI | | **Subject** | | IT |
| **Prd** | 7 | **Chapter-5** | | FORMULAS AND FUNCTIONS | |
| **Sub-Concepts** | Practical shown by the students | | | | |
| **Teaching Aid To be used** | Smart Class, PowerPoint presentation, real life example. | | | | |
| **Learning Outcome** | * Students will show practical of by showing the use of sum(), average(),max(),min(). * Student will once again remember the functions and their use. * Competency content knowledge will improve when they show me the practical. | | | | |
| **Sl. No** | **Step Wise (What to be done)** | | | | |
| Practical topic-sum(),average(),max(),min() | First ask the students how many are interested to show the practicals record their names and give chance to show me the practical to me in front of all students. | | | | |
| **Home Assignment** | Exercise questions | | | | |

 **ODM Teachers’ Note**

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| **Class** | VI | | **Subject** | | IT |
| **Prd** | 8 | **Chapter-5** | | FORMULAS AND FUNCTIONS | |
| **Sub-Concepts** | Exercise Questions Discussion | | | | |
| **Teaching Aid To be used** | Smart Class, PowerPoint presentation, real life example. | | | | |
| **Learning Outcome** | * Students will know the book questions and answer. | | | | |
| **Sl. No** | **Step Wise (What to be done)** | | | | |
| Short Questions | Fill in the blanks will discuss by asking questions to students and write the answer in the white board. | | | | |
|  | True/False will discuss by asking questions to students | | | | |
| Application based question | Ask the answer to the students and discuss the write answer | | | | |
| MCQs | Ask the students to raise their hands and discuss the write answer and write the answer in the white board. | | | | |
| 2 Mark questions | Ask the students to find the answer in the books and says the answer and page no and write the answer in the white board. | | | | |
| **6.Home Assignment** | Whole exercise | | | | |