

Lesson Scenario

Teacher: Anna Jezierska

School subject: Information technology (advanced level)

Educational level: high school, grade 3

School: 27 Siberian Exiles High School in Lublin

Topic: Macro registering and running macros in the spreadsheet.

Duration: 45 minutes

Aims of the lesson:

- systematising the main concepts concerning the basics of working with macros in a spreadsheet
- practising the skill of creating a new macro, assigning it to the keyboard and recording it

Methods: chat with students, discussion, assigning tasks to students and monitoring their performance

Forms: individual work, group work, work with the material assigned

Teaching aids: a computer with access to Microsoft Office Excel, a jamboard, a projector, tasks file

Key competences (see the European Parliament's and the Council of Europe's Recommendations; 2018) being developed in the course of the lesson:

1. Communicating in the mother tongue

2. Mathematical competences and basic scientific and technical competences

3. IT competences

4. Learning skills

I. Preparatory phase

1. Organisational activities:

- welcoming the students,
- giving the topic of the lesson and outlining the lesson's objectives (expressed also in the students' mother tongue),
- checking the attendance list.

2. Referring to the previous lesson:

- reminding students of essential information concerning creating macro commands - the students created such commands in the course of the previous class – willing students answer the teacher's questions

* students answer the teacher's questions projected on the jamboard (see [Attachment 1](#)) and discuss the correctness of the solutions offered

* students establish the correct order of the activities projected on the jamboard that once performed ensure the creation of the macro commands required

II. Implementation phase

See Tasks file ([Attachment 2](#))

- students reflect on solving the given tasks
- the first task is being done by the students with the teacher monitoring their work; the teacher helps the students with her tips, the students answer the teacher's questions, share their observations and comment on the result
- the remaining tasks are to be done by the students working on their own; the teacher monitors individual students' work and, if necessary, helps the students with her tips

III. Summing up of the lesson:

The unfinished-sentences/incomplete-sentences method; individual students are to finish/complete the following sentences:

Today I've got to know how to...

I found of interest.

I found to be the most difficult.

I found to be the easiest to do.

The students who actively performed the tasks get pluses, the teacher evaluates the tasks performed.

IV. Homework

The students are to think of a form of implementation for the macro introduced in the final task.