

NAME _____ CLASS: _____

**SECOND TERM E-LEARNING NOTES
JS 3 (BASIC 9)**

SUBJECT: COMPUTER SCIENCE

SCHEME OF WORK

WEEK TOPIC

1. **Revision** of First term work
2. **Spreadsheet Packages:**
First Period: (a) Meaning (b) Examples of spreadsheet package: (i) Excel (ii) LOTUS 1,2,3 (iii) Statview etc.
Second Period: (b) Uses of spreadsheet packages: (i) preparation of daily sales (ii) Budget (iii) Examination result, etc.
3. **Spreadsheet packages cont.**
First & second period: (a) Spreadsheet features and terminologies (i) Row (ii) Column (iii) Cell (iv) Worksheet (v) Chart (vi) Data range etc.
(b) Loading and exiting spreadsheet packages.
4. **Worksheets**
First Period: (a) Starting Excel worksheet: i.e. (i) opening a worksheet (ii) Data entry (iii) Editing (iv) saving (v) Retrieving worksheet
Second Period: (b) Formatting worksheet, i.e. (text, cell and column, naming, etc)
5. **Worksheets cont.**
First period: (c) Excel calculations: (i) Addition (ii) Subtraction (iii) Average (iv) Counting (v) Multiplication (vi) Division, etc
Second: (d) Printing of worksheets
6. **Practical** on excel calculation.
7. **Graphs:**
First period: (a) Creating Graphs. (i) Line graph (ii) Histograms (iii) Pie-charts (iv) Legends, etc.
Second Period: (b) Editing graphs
8. **Graphs cont.**
F & S period: (c) Formatting graphs: (i) Line graph (ii) Histograms (iii) Pie-charts (iv) Legends
9. **Practical** on Excel graphs.
10. **Revision**

WEEK 1. Revision of First term work

WEEK 2

TOPIC: SPREADSHEET PACKAGES I

- Content:**
- Meaning and Definition of Spreadsheet Package
 - USES OF SPREADSHEET PACKAGES

Sub-Topic 1: Meaning and Definition of Spreadsheet Package

A **Package** can be defined as software written to perform a particular task. Therefore, a **Spreadsheet Package** is a program that enables the computer user to carry out calculation-related tasks. Spreadsheets are majorly used for organizing and analyzing numeric data. They were designed to replace the pencil, calculator and the writing pad. It is widely used in diverse range of discipline like Engineering, Mathematics, Science, Accounting, etc.

Examples of Spreadsheet Package.

- Lotus 1-2-3
- Microsoft Excel
- STATVIEW
- Quattro pro
- Easy Calc
- GS-Calc
- Super-Calc
- Visical

NOTE: For the purpose of this lesson, our focus shall be on **Microsoft Excel** because it is user-friendly, flexible and...