

Learner Full Name: _____ School: _____

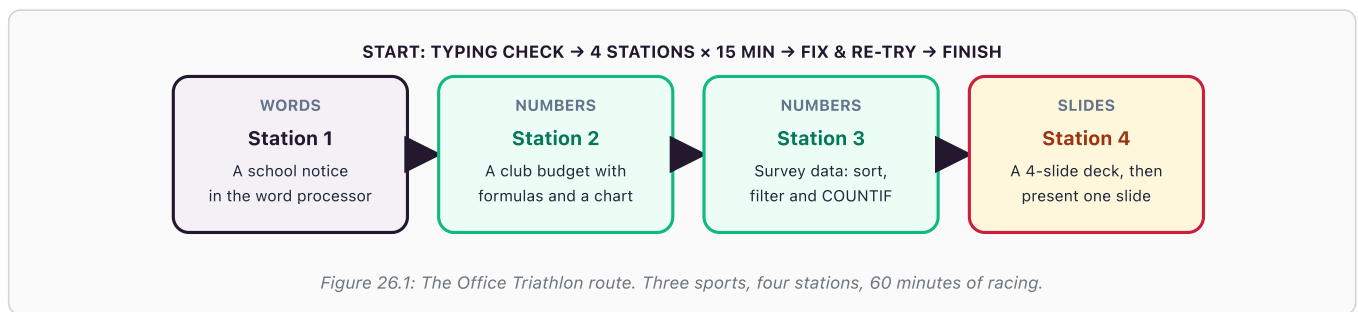
Assigned Workstation: _____ Class: _____

Session 26: Skills Lab 3: Office Triathlon

A **triathlon** is a race with three sports one after another: swimming, cycling and running. Today you race through the three "sports" of office work: **Words** (a document), **Numbers** (two spreadsheet tasks) and **Slides** (a short presentation). There is nothing new to learn today. You show what you can already do from Sessions 16 to 25, on a real computer, against the clock.

1. How a Skills Lab Works

- Typing check first.** Do the 3-minute typing check on the typing trainer and write your result in the table below.
- Four stations, 15 minutes each.** Your mentor starts the clock. Read the task, open the starter file and go. When the time is up, stop.
- The mentor ticks the checklist** at the bottom of each station page. Be honest: a tick you did not earn does not help you.
- Fix and re-try.** At the end, go back to any station you did not finish and use its **re-try hints**.



2. Typing Check Record

Your goal by Skills Lab 4 (Session 35) is the **Silver** typing level: **25 words per minute at 92% accuracy**. Today shows how close you are. Accuracy matters more than speed!

Speed (wpm)	Accuracy (%)	Stage reached	Silver target (25 at 92%)?
-----	-----	-----	-----

3. Block 4 Skills You Will Use Today

Documents (16–18)	Fonts, bold, alignment, bullets, heading styles, spell check, pictures, Print Preview
Spreadsheets (19–22)	Formulas, SUM, AVERAGE, MAX, MIN, IF, COUNTIF, sort, filter, freeze, charts, and asking only what you need
Slides (23–24)	Layouts, the 6-by-6 rule, contrast, pictures that are not squashed, presenting
Shortcuts (25)	Ctrl + S, Ctrl + Z, Ctrl + C / V, Alt + Tab: they win you seconds at every station

TIME LIMIT

15 minutes

STARTER FILES

Notice_Starter.txt and
Open_Day_Picture.png in BIH_Practice
> Skills_Lab_3

SAVE AS

Notice_YourName (.docx) in the same
folder

1. Your Task

The club mentor typed the Open Day notice in Notepad, so it is just plain words with no formatting, and it has a few spelling mistakes. Turn it into a smart, one-page notice that you would be proud to pin on the school notice board.

- 1 Open Notice_Starter.txt, press **Ctrl + A** then **Ctrl + C**. Open a new blank document in your word processor and press **Ctrl + V**. Save it straight away as Notice_YourName.
- 2 Make the first line **TECH CLUB OPEN DAY** the title: **Title** style, or 18–20 pt, bold and centred. Make the second line a centred, italic subtitle.
- 3 Give the lines **What to bring** and **Who to see** the **Heading 1** style. Turn the three lines under "What to bring" into a **bulleted list**.
- 4 Insert Open_Day_Picture.png under the subtitle. Make it smaller by dragging a **corner** handle (not a side handle, which squashes it) and centre it.
- 5 Fix the **red squiggles**: three are real mistakes. Ghanaian names are not mistakes: choose **Ignore All** or **Add to Dictionary**. Then **Ctrl + P**: it must say **Page 1 of 1**. Close the preview and press **Ctrl + S**.

RE-TRY HINTS

- Cannot find the styles? Word: **Home** tab, Styles box. LibreOffice: the Paragraph Style box on the left. Google Docs: the "Normal text" drop-down.
- The bullets will not stop? Press **Enter** twice, or click the Bullets button again.
- Picture squashed? Press **Ctrl + Z** and drag a corner instead.
- "Page 1 of 2"? Delete the empty lines at the end, or make the picture smaller.

2. Mentor Checklist

- | | |
|--|---|
| ☐ Saved as Notice_YourName in Skills_Lab_3 | ☐ Three-item bulleted list |
| ☐ Title big, bold, centred; subtitle italic | ☐ Picture in, not squashed |
| ☐ Two Heading 1 headings | ☐ No squiggles left; Page 1 of 1 |

Time taken:

TIME LIMIT

15 minutes

STARTER

A new blank spreadsheet. Type the table below yourself.

SAVE AS

Club_Budget_YourName (.xlsx) in Skills_Lab_3

1. Your Task

The Tech Club has **GHS 400** to spend on the Open Day. Build the budget, let the formulas do the maths, and show the costs in a chart.

	A	B	C
1	Item	Cost (GHS)	Check
2	Exercise books	80	IF formula
3	Markers	30	
4	Flip chart paper	48	
5	Extension cable	65	
6	USB drives	90	
7	Open Day snacks	75	
8	Total	SUM	
9	Average	AVERAGE	
10	Highest	MAX	
11	Lowest	MIN	

1 Type rows 1 to 7 exactly as shown. Make row 1 bold. Save now with **Ctrl + S**.

2 In **B8 to B11**, use functions with the range B2:B7 to find the total, the average, the highest and the lowest cost.

3 In **C2**, type =IF(B2>70,"Big spend","OK"). Use the AutoFill handle to copy it down to **C7**.

4 Select **A1 to B7** (not the Total row!) and insert a **column chart**. Give it the title Open Day Budget. Save again.

RE-TRY HINTS

- The cell shows words, not a number? Every formula starts with =, e.g. =SUM(B2:B7).
- Say the colon as "through to": B2 through to B7.
- #NAME? means a typing error: check the spelling and that "Big spend" and "OK" are inside speech marks.
- One giant bar in the chart? You included row 8. Delete the chart and select A1 to B7 again.

2. Mentor Checklist

- | | |
|--|---|
| ☐ Saved as Club_Budget_YourName | ☐ MAX and MIN correct |
| ☐ Data typed correctly, header bold | ☐ IF copied down C2 to C7 |
| ☐ SUM and AVERAGE correct | ☐ Titled chart, no Total bar |

My total is GHS Is it within the GHS 400? Time taken:

TIME LIMIT

15 minutes

STARTER FILE

Survey_Data.xlsx in BIH_Practice > Skills_Lab_3

SAVE AS

Survey_Results_YourName (.xlsx)

1. Your Task

16 pupils answered a class survey like yours from Session 21. It uses pupil numbers, not names (ask only what you need!). Columns A to E: Pupil, Class, Travel, Favourite food, Screen time (hours).

- 1 Open Survey_Data.xlsx and **Save As** Survey_Results_YourName. **Freeze the top row** (Excel: View → Freeze Panes → Freeze Top Row).
- 2 **Sort** the whole table by **Screen time**, largest to smallest. Check: the top pupil is **P07**, and that row still says **JHS 3, Walk, Kenkey, 6**. If it does not, the rows broke apart: press **Ctrl + Z** !
- 3 **Filter** to show only pupils who **Walk**. Write how many rows show, then clear the filter.
- 4 In **H2 to H4**, use COUNTIF to count the pupils who walk (column C), who chose **Jollof** (column D) and who have **4 or more** hours of screen time (column E, use ">=4"). Type a label for each in G2 to G4 (leave column F empty, as in Session 22). Save.

Question	My formula	Answer
Rows showing when filtered to Walk	(no formula)	
Pupils who walk (H2)		
Pupils who chose Jollof (H3)		
Pupils with 4+ hours screen time (H4)		

My one-sentence finding:

RE-TRY HINTS

- Sort: click **one cell** in column E (never the whole column on its own), then Data → Sort Largest to Smallest. If Excel asks, choose **Expand the selection**. Google Sheets: Data → Sort range → Advanced range sorting options → tick "Data has header row".
- COUNTIF needs a range, a comma, then what to count in speech marks: =COUNTIF(C2:C17,"Walk").

2. Mentor Checklist

- | | |
|---|---|
| ☐ Saved as Survey_Results_YourName | ☐ Filter used, then cleared |
| ☐ Top row frozen | ☐ Three correct COUNTIFs with labels |
| ☐ Sorted, rows not broken (P07 on top) | ☐ A true one-sentence finding |

TIME LIMIT

13 minutes to build + **1 minute** to present one slide

STARTER FILES

Deck_Brief.txt and
Open_Day_Picture.png in Skills_Lab_3

SAVE AS

Open_Day_Deck_YourName (.pptx)

1. Your Task

The brief is one long paragraph about the club. Nobody in the hall will read a paragraph on a screen! Turn it into a clear **4-slide deck**, then present one slide to your mentor or partner.



Figure 26.2: One possible plan. Dark text on a light background, or light text on a dark background: both have strong contrast.

- 1 Open Deck_Brief.txt and read it. Start a new presentation and save it as Open_Day_Deck_YourName.
- 2 Make 4 slides like Figure 26.2. Use the **Title Slide** layout for slide 1 and **Title and Content** for the others. Follow the **6-by-6 rule**: no more than 6 bullets, no more than 6 words each. Keep body text at 24 pt or bigger.
- 3 Put Open_Day_Picture.png on slide 3. Resize it from a **corner** so it is not squashed. Choose a design with **strong contrast**. Save.
- 4 **Present one slide.** Go to slide 2 or 3 and press **Shift + F5** (Google Slides: the **Slideshow** button). Face your audience, speak for about one minute in your own words (do not read the bullets!), then press **Esc**.

RE-TRY HINTS

- Too many words? Cut the little words: "We learn how to make spreadsheets with charts" becomes "Spreadsheets and charts".
- Text hard to read? Change the design or font colour: dark on light, or light on dark. Never red on green.

2. Mentor Checklist

- | | |
|---|---|
| ☐ Saved; exactly 4 slides, right layouts | ☐ Picture on slide 3, not squashed |
| ☐ 6-by-6 rule kept on every slide | ☐ Facts match the brief (day, time, place) |
| ☐ Strong contrast, readable size | ☐ Presented one slide, faced the audience |

1. My Triathlon Score Sheet

Each station has 6 checklist ticks. Add **1 bonus point** if you finished inside the time limit.

Station	Done?	Time taken	Ticks (/6)	Bonus	Mentor initials
1. Words: Open Day notice	☐	-----	-----	-----	-----
2. Numbers: Club budget	☐	-----	-----	-----	-----
3. Numbers: Survey detective	☐	-----	-----	-----	-----
4. Slides: Open Day deck	☐	-----	-----	-----	-----
My total (out of 28)	-----				

2. Passport Skills: Block 4 (Office Skills)

Your mentor ticks each skill you showed today. These ticks count towards your **Silver Passport**, which is awarded at Skills Lab 4 (Session 35).

I can...	Station	Mentor ✓
Format a document with styles, a bulleted list and a picture, and spell-check it	1	☐
Use formulas and the functions SUM, AVERAGE, MAX, MIN and IF	2	☐
Make a correct chart with a title (no Total row)	2	☐
Sort and filter data without breaking rows, and count with COUNTIF	3	☐
Design clear slides (6-by-6, contrast) and present one to an audience	4	☐
Save files with correct names in the right folder, using shortcuts	All	☐

3. Reflection

What I'm proud of today:

What I'll practise before Skills Lab 4:

Mentor Signature: _____

Date Completed: _____