This note summarises the key areas which were discussed during the day. Student may use this list as guidance for self study if he/she was absent.

Date	12th June 2010	0730 to 1330
Lesson	4	**Obtaining Data**
Areas		
Questions	4.4,4.8(Questions 17,18 and 19) ,4.9,4.12	
Home Work	4.13	
Special Instructions		

1. All questions given as the home work was discussed.
2. Students were advised to do the questions in the BPP Revision Kit which are mention in 4.13

Date	12th June 2010	0730 to 1330
Lesson	10	**Spreadsheets**
Areas	10.2 to 10.8	
Questions	10.6	
Home Work	10.2,10.4,10.9	
Special Instructions	Students were asked to send their worked answers for 10.4 on or before 16th June 2010. Any student who has not submitted their answers for 10.2 should be submitting that as well.	

1. Illustration of how to draw graphs. Drawing linear graphs and pie charts were illustrated.
2. Basic concepts of excel was discussed with illustrations such as cell, cell address, worksheets and workbooks.
3. Some of the excel short cut keys were discussed and students were advised to study the shortcut keys marked with * in table 10.5.4
4. Excel fill handle was discussed and illustration were given for few series.
5. Creation of simple formula by using the business formula.

Date	12th June 2010	0730 to 1330
Lesson	5	**Presentation of Data**
Areas	5.1 to 5.5	
Questions	5.3	
Home Work	5.5	
Special Instructions	NA	

1. Learning outcomes were discussed and their relevance for the area was mentioned
2. Linear graphs basic formula
3. How to find gradient and intercept by referring to graph and their meaning
4. Similarity of parallel lines and lines intersecting same point on y axis
5. How to solve simultaneous equations using linear graphs
6. Representation of total cost function using linear graph
7. Generic form of quadratic equations and shape of the curve.
8. Meaning of the root, maximum and minimum value of a quadratic graph.