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.

Special Notice: An extra session will be held to discuss the answers for first mock exam on Friday, 9th July 2010 from 5.30PM to 8.30PM

Date	7th July 2010	0730 to 1330
Lesson	10	**Spreadsheets**
Areas	10.10	
Questions	10.11	
Home Work	10.12	
Special Instructions	Most of the discussion and illustrations were to explain the practical use of excel. Students should practise such to get familiar with excel.	

1. A revision of how the formula should change when those are copied was discussed. Special attention was given to precisely understand when and when not to use $ symbols.
2. Need to develop the business formula first and then convert that to excel formula
3. Students should download the template for answering 10.12 which is available in the wisdom web site.

Date	7th July 2010	0730 to 1330
Lesson	6	**Descriptive Statistics**
Areas	6.1,6.2,6.5,6.6	
Questions	6.3,6.7 (up to Q 23)	
Home Work	6.4, 6.7 (Q 24 and Q25), 6.8	
Special Instructions		

1. The need to have descriptive statistics was discussed. Relationship from obtaining data and presentation of data was developed.
2. The calculation of mean median and mode for different distributions. Three different distributions discussed were set of values, value distribution and class distribution.
3. The need to learn three different methods to find a selected average based on the type of the distribution was discussed. Accordingly the students were able to learn nine different methods and fill the table given under P4.
4. Comparison of the three averages highlighting the positives and negatives of each average
5. Introduction of the concept of normal distribution and the change of averages when few large and small values are added. Introduction of the ides positively skewed and negatively skewed distributions.
6. How to calculate range for a set of values and class distribution

7. How to calculate the quartiles and deciles using an ogive. The difference between quartile/decile score and quartile/decile value was highlighted.