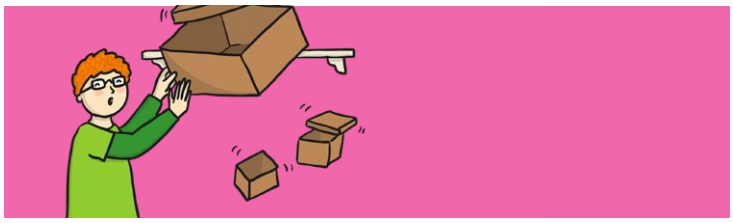
Introduction

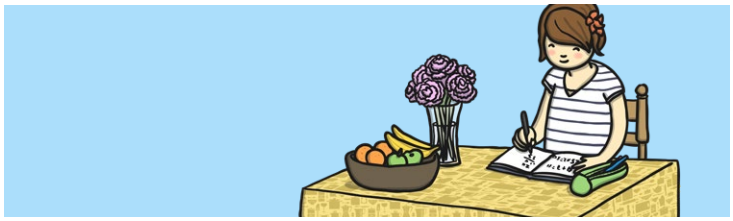
Children are given an understanding of spreadsheets and how they can be used. In the first five lessons, a different spreadsheet template is provided in which children learn skills in formatting and entering specific formulas. Lessons 4 and 5 include investigative skills in using the spreadsheet to solve specific problems. Examples include number calculations, sports league tables, test scores, and budget planning. The final lesson allows an open-ended task for pupils to design their own spreadsheet, with ideas and direction provided for particular purposes. This final lesson can also be used for some pupils to return to or complete any previous spreadsheet tasks which may not have been finished.



Health & Safety

General safety in using a computer and e-safety rules, particularly if accessing the Internet.

Encourage good posture when sitting at the computer.



Home Learning

League Table: Children create their own spreadsheet for a sports league table of their own. This may be for a professional sport, local sport in which they compete or completely fictional table. The task is best used as a follow up from lesson 2 (Hockey League Spreadsheet). No template spreadsheet is required as children create their own data and plan the layout in a new blank file. The results could be returned to school via printed copy or in electronic form (via email or memory stick).

Speedway Scores: This task is designed for children to use existing information in a spreadsheet. Children must insert the correct formulas required to complete the information and reorder data, then answer questions. This focuses on the skills of interpreting, managing and presenting existing data and a spreadsheet file is provided. The file could be printed for children to re-enter the data themselves or provided electronically (for example - via a school website or VLE) to be downloaded at home.

Assessment Statements

By the end of this unit...

...all children should be able to:

- Enter text and numbers into a spreadsheet.
- Identify and refer to cells by row and column.
- Begin to enter formulae with the SUM function.

...most children will be able to:

- Be able to enter formulae into cells.
- Edit data and discuss the effect on results.
- Use further functions including AVERAGE, MIN and MAX.
- Create graphs.
- Design their own spreadsheet for a specific purpose.

...some children will be able to:

- Enter and edit text.
- Numbers and formulae purposefully and independently.
- Understand the advantages of spreadsheets over comparative manual methods.
- Explore further functions.
- Select data and create graphs with appropriate formatting.
- Design their own spreadsheet for a specific purpose and present it appropriately.

To look at all the resources in the Spreadsheets unit click here.

To find out more about PlanIt download our free guide here.

Lesson Breakdown

1. Number Operations

Select, use and combine a variety of software (including internet services) on a range of digital devices to design and create a range of programs, systems and content that accomplish given goals, including collecting, analysing, evaluating and presenting data and information.

Introduce and familiarise with spreadsheets using given templates. Enter and edit text and numbers in cells and use SUM formula; begin formatting cells.

- I can enter data and formulae into a spreadsheet.

2. Ordering and Presenting Data

Select, use and combine a variety of software (including internet services) on a range of digital devices to design and create a range of programs, systems and content that accomplish given goals, including collecting, analysing, evaluating and presenting data and information.

Begin to use the SUM function for a specific a purpose, such as calculating a League Table. Order data using the Sort function and produce a graph to present the data.

- I can order and present data based on calculations.

3. Add, Edit and Calculate Data

Select, use and combine a variety of software (including internet services) on a range of digital devices to design and create a range of programs, systems and content that accomplish given goals, including collecting, analysing, evaluating and presenting data and information.

Children will create totals and averages for existing data; sort according to either column then add or edit the data by following instructions. Begin to understand the benefit of automatic recalculation when editing.

- I can add, edit and calculate data.

4. Solving Problems

Select, use and combine a variety of software (including internet services) on a range of digital devices to design and create a range of programs, systems and content that accomplish given goals, including collecting, analysing, evaluating and presenting data and information.

Children are given an investigation where the solution to a problem is best calculated using a spreadsheet. They must use prior knowledge and skills to find the best solution.

- I can use a spreadsheet to solve problems.

5. Party Plan Budget

Select, use and combine a variety of software (including internet services) on a range of digital devices to design and create a range of programs, systems and content that accomplish given goals, including collecting, analysing, evaluating and presenting data and information.

Children are given a list of possible items and prices, along with a maximum spending budget. They must choose items for a party, calculate quantities and totals within the set budget for a given number of people.

- I can plan and calculate a spending budget.

6. Design You Own

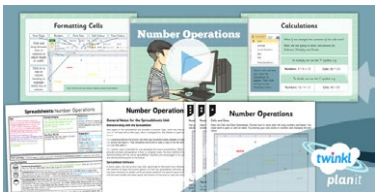
Select, use and combine a variety of software (including internet services) on a range of digital devices to design and create a range of programs, systems and content that accomplish given goals, including collecting, analysing, evaluating and presenting data and information.

After a recap of the skills taught so far, and the potential use for a spreadsheet, pupils are given an open-ended challenge to design their own.

- I can design a spreadsheet for a specific purpose.

Resources

- Desktop computer or laptop. This lesson is intended for use with Microsoft Excel but can be adapted to use any other spreadsheet software.



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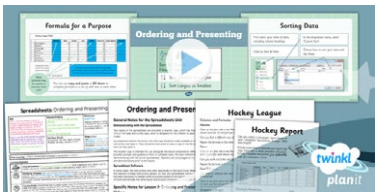

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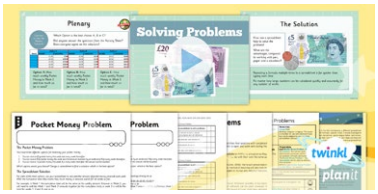

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National Curriculum Aim Lesson Context Child Friendly