Home-School Learning Collaboration – Computing

Topics in this cycle: Spreadsheets	Taught: Summer 2	Year Group: 7

Key knowledge/concepts to be learnt ('Tell me about….')

- **What are spreadsheets used for?**
  Identify the different elements of a spreadsheet.
  Describe the different tools that are used within a spreadsheet.
  Explain the different uses of a spreadsheet.

- **How is data entered into spreadsheet?**
  Identify the different types of data that can be entered into spreadsheet.
  Describe how the tools hare used to display different data types.
  Explain the different data types.

- **How can I use formulas?**
  Identify what is formula.
  Describe the different symbols that are used when writing formulas.
  Explain how the formulas are used when doing calculations.

- **How does the IF function work?**
  Identify the different errors within an IF function.
  Explain why we use an IF function within a spreadsheet.

- **How does the auto sum function work?**
  Describe the structure of the autosum function.
  Explain the advantages of using the autosum function in a spreadsheet.

- **Can I create my own spreadsheet with working functions and formulae?**
  Identify the correct data needed with my spreadsheet.
  Describe the use for my spreadsheet.
  Create a working spreadsheet with functions and formulae.

Websites/blogs/YouTube links and further reading to deepen and consolidate learning

Notes/Information

How spreadsheets work
How spreadsheets work? | BBC Bitesize | KS3 Computer Science | Software

Making a basic spreadsheet
Making a basic spreadsheet | BBC Bitesize | KS3 | Computer Science | Software

Formatting a spreadsheet
Formatting | BBC Bitesize | KS3 | Computer Science | Software

Formatting a spreadsheet
Formulas and Functions | BBC Bitesize | KS3 | Computer Science | Software

Videos
The Beginner's Guide to Excel - Excel Basics Tutorial
Excel Basics | Tutorial Technology for Teachers and Students | YouTube

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Key Vocabulary and Definitions To Be Learnt	
Cell	a rectangular area formed by the intersection of a column and a row
Cell Reference	The location of the cell within a spreadsheet.
Formula	a mathematical relationship or rule expressed in symbols.
Data	Information such as facts and numbers used to analyse something or make decisions.
Data Type	a category that specifies which type of value a variable has for example numbers, text, Boolean.
Function	a predefined formula that performs calculations using specific values in a particular order
IF Function	allows you to make logical comparisons between a value and what you expect
Autosum Function	A function in a spreadsheet program that inserts a formula in the selected cell that adds the numbers in the column above it
Autofill	a software function that completes data in browser forms without the user needing to type it in full.
Column	the vertical portion of an Excel worksheet
Row	The horizontal portion of an Excel worksheet

What Will The Assessment Look Like?

Extended writing – Explain how the IF Function works within a spreadsheet. Explain the advantages and disadvantages of using an Excel spreadsheet to hold data.

End of Unit test: 35 minutes/25 marks

- Short answer questions
- Extended writing
- 3 marks for SPAG

Family Learning Opportunities

Create a fun piece of Excel pixel art with your family. Or hold a pixel art competition to see whose pixel are is the best!

Devise a quiz on the advantages and disadvantages of spreadsheets and test your family.