

Topics in this cycle: Spreadsheet	Taught: Summer 2	Year Group: 7
Key knowledge/concepts to be learnt ('Tell me about...')		Websites/blogs/YouTube links and further reading to deepen and consolidate learning
<ul style="list-style-type: none"> 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 have 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. 		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

Home-School Learning Collaboration – Computing

Key Vocabulary and Definitions To Be Learnt		What Will The Assessment Look Like?
Cell	a rectangular area formed by the intersection of a column and a row	<p>Extended writing – Explain how the IF Function works within a spreadsheet. Explain the advantages and disadvantages of using an Excel spreadsheet to hold data.</p> <p>End of Unit test: 35 minutes/25 marks</p> <ul style="list-style-type: none"> • Short answer questions • Extended writing • 3 marks for SPAG
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	<p>Family Learning Opportunities</p> <p>Create a fun piece of Excel pixel art with your family. Or hold a pixel art competition to see whose pixel art is the best!</p> <div data-bbox="1686 791 1865 1015" data-label="Image"> </div> <p>Devise a quiz on the advantages and disadvantages of spreadsheets and test your family.</p>
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	