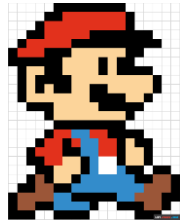


# Home-School Learning Collaboration – Computing



<b>Topics in this cycle:</b> Spreadsheet	<b>Taught:</b> Summer 1	<b>Year Group: 7</b>
<b>Key knowledge/concepts to be learnt ('Tell me about...')</b>		<b>Websites/blogs/YouTube links and further reading to deepen and consolidate learning</b>
<ul style="list-style-type: none"> <li>• <b>What are spreadsheets used for?</b>                      Identify the different elements of a spreadsheet.                      Describe the different tools that are used within a spreadsheet.                      Explain the different uses of a spreadsheet.</li>   <li>• <b>How is data entered into spreadsheet?</b>                      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.</li>   <li>• <b>How can I use formulas?</b>                      Identify what is formula.                      Describe the different symbols that are used when writing formulas.                      Explain how the formulas are used when doing calculations.</li>   <li>• <b>How does the IF function work?</b>                      Identify the different errors within an IF function.                      Explain why we use an IF function within a spreadsheet.</li>   <li>• <b>How does the auto sum function work?</b>                      Describe the structure of the autosum function.                      Explain the advantages of using the autosum function in a spreadsheet.</li>   <li>• <b>Can I create my own spreadsheet with working functions and formulae?</b>                      Identify the correct data needed with my spreadsheet.                      Describe the use for my spreadsheet.                      Create a working spreadsheet with functions and formulae.</li> </ul>		<p><b>Notes/Information</b></p> <p>How spreadsheets work  <a href="#">How spreadsheets work?   BBC Bitesize   KS3 Computer Science   Software</a></p> <p>Making a basic spreadsheet  <a href="#">Making a basic spreadsheet   BBC Bitesize   KS3   Computer Science   Software</a></p> <p>Formatting a spreadsheet  <a href="#">Formatting   BBC Bitesize   KS3   Computer Science   Software</a></p> <p>Formatting a spreadsheet  <a href="#">Formulas and Functions   BBC Bitesize   KS3   Computer Science   Software</a></p> <p><b>Videos</b>                      The Beginner's Guide to Excel - Excel Basics Tutorial  <a href="#">Excel Basics   Tutorial Technology for Teachers and Students   YouTube</a></p>

# Home-School Learning Collaboration – Computing

Key Vocabulary and Definitions To Be Learnt		What Will The Assessment Look Like?
<b>Cell</b>	a rectangular area formed by the intersection of a column and a row	<p><b>Extended writing</b> – Explain how the IF Function works within a spreadsheet. Explain the advantages and disadvantages of using an Excel spreadsheet to hold data.</p> <p><b>End of Unit test:</b> 35 minutes/25 marks</p> <ul style="list-style-type: none"> <li>• Short answer questions</li> <li>• Extended writing</li> <li>• 3 marks for SPAG</li> </ul>
<b>Cell Reference</b>	The location of the cell within a spreadsheet.	
<b>Formula</b>	a mathematical relationship or rule expressed in symbols.	
<b>Data</b>	Information such as facts and numbers used to analyse something or make decisions.	
<b>Data Type</b>	a category that specifies which type of value a variable has for example numbers, text, Boolean.	
<b>Function</b>	a predefined formula that performs calculations using specific values in a particular order	<p><b>Family Learning Opportunities</b></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>  <p>Devise a quiz on the advantages and disadvantages of spreadsheets and test your family.</p>
<b>IF Function</b>	allows you to make logical comparisons between a value and what you expect	
<b>Autosum Function</b>	A function in a spreadsheet program that inserts a formula in the selected cell that adds the numbers in the column above it	
<b>Autofill</b>	a software function that completes data in browser forms without the user needing to type it in full.	
<b>Column</b>	the vertical portion of an Excel worksheet	
<b>Row</b>	The horizontal portion of an Excel worksheet	