



| | | |
|---------------|----------------------------|------------------|
| Year 7 | Unit 2 Spreadsheets | 8 Lessons |
|---------------|----------------------------|------------------|

Aims: This unit of work is designed with a view to students assessing the uses of spreadsheets and reviewing the functions which they are able to perform. Students will be required to review spreadsheets identifying good practice and identifying errors which may occur with a view to developing the final product, to ensure its effectiveness. They will investigate the different features and functions that can be used to make an effective spreadsheet for purpose and will create their own.

Links to KS4:
 Collection of Information (Business, ICT and Media)
 Planning (BTEC ICT graphics and spreadsheet)
 Assessing the use of budgets (BTEC Business)
 Calculations (Maths)

| Key Skills | Literacy Links: | Numeracy Links: |
|---|---|--|
| <ul style="list-style-type: none"> Application of number through the use of formula and functions Formatting features and suitability for purpose Improving own learning and performance through the review process for a spreadsheet Problem solving in order to identify and correct errors | <p>Key Words: Formula, sheet, function, formatting, borders, shading, graphs, currency, percentage. Students will be required to assess writing in a concise manner using key terms fluently.</p> | <p>A range of numeracy areas are covered, number entry, basic formulas and functions, the manipulation of numbers, and the representation of numbers through charts and graphs</p> |

| Assessment | Cross-Curricular Links |
|--|---|
| <p>Students will be assessed on their understanding of spreadsheet software through a written examination and practical task.</p> <p>Knowledge</p> <ul style="list-style-type: none"> Students will be assessed on their understanding of the features of excel (summative) <p>Research</p> <ul style="list-style-type: none"> Students will develop an understanding of how information is gathered (summative) <p>Planning</p> <ul style="list-style-type: none"> Students will be required to consider the importance of layout (summative) <p>Skills</p> <ul style="list-style-type: none"> Students should be able to demonstrate a range of skills in excel including formulas, functions and formatting features (summative) <p>Evaluation</p> <ul style="list-style-type: none"> Students should be able to assess the success of a of the spreadsheet they have produced considering the needs of the target audience and ease of use (formative) | <ul style="list-style-type: none"> Maths – the use of number / equations / checking errors English – identifying sub groups of information Geography – demographic information |
| | SMSC opportunities and British values |
| | <ul style="list-style-type: none"> Enable students to develop their self-knowledge, self-esteem and self-confidence |

Opportunities for further learning

Homework will be given out twice during the unit to widen students understanding of spreadsheets and to consolidate knowledge gained.

- The first homework will focus on the use of key terms and students understanding of formatting, formula's and functions
- The second homework of the term will support students in preparation for their assessed piece of work, focusing on success criteria from the assessment process