

Year 7 Unit 2 Spreadsheets

8 Lessons

Stage	Description				
	Knowledge	Research	Planning	Skills	Evaluation
Emerging	I can Identify key features of a spreadsheet	Research different uses of spreadsheets	Design a layout for a spreadsheet with some formatting features	Create a spreadsheet and use basic formatting skills	Identify errors and suggest improvement to a spreadsheet
Developing	I can explain the main features of a spreadsheet	Research using a range of different techniques	Design a spreadsheet with a range of basic formulas	Create a spreadsheet with basic formulas	Identify errors and make improvements to a spreadsheet
Secure	I can explain a range of features of a spreadsheet	Identify the information from your research that is suitable for the task	Identify reasons for the design of the spreadsheet with formulas and functions	Create a spreadsheet with efficient use of formulas, functions and advanced formatting	Identify a range of errors and justify the need for improvements in a spreadsheet
Excellence	I can investigate the advanced features of a spreadsheet	Research advanced skills in a spreadsheet from a range of appropriate sources	Fully justify all formatting and formula decisions in an efficient plan	Use advanced formulas and functions to make an efficient spreadsheet	Evaluate and implement advanced features to enhance a spreadsheet