



## An introduction to Spreadsheets

To create charts, and evaluate results in comparison to questions asked.

### Lesson sequence

Lesson 1: To create a data set in a spreadsheet

Lesson 2: To build a data set in a spreadsheet

Lesson 3: To explain that formulas can be used to produce calculated data

Lesson 4: To apply formulas to data

Lesson 5: To create a spreadsheet to plan an event

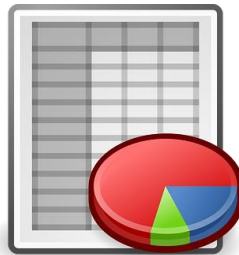
Lesson 6: To choose suitable ways to present data

Lesson 7: Summative assessment

### Visual Representations

#### CALCULATIONS USING BASIC FORMULAE

|   | A        | B | C      | D  |
|---|----------|---|--------|----|
| 1 |          |   |        |    |
| 2 |          | 6 | 3      |    |
| 3 |          |   |        |    |
| 4 | Add      | + | =B2+C2 | 9  |
| 5 | Subtract | - | =B2-C2 | 3  |
| 6 | Divide   | / | =B2/C2 | 2  |
| 7 | Multiply | * | =B2*C2 | 18 |



### Concept Links/Prior Knowledge

Knowledge of four mathematical operations

Knowledge of formulas.

Knowledge of retrieving and saving data

Understanding data can be shown in tables and charts.

### Cross-curricular Links

#### [National curriculum maths links](#)

#### Number – addition, subtraction, multiplication, and division:

Solve problems involving addition, subtraction, multiplication, and division

#### Statistics:

Interpret and construct pie charts and line graphs, and use these to solve problems

### Sticky Learning

#### New Knowledge

- To know the design process when creating content (e.g. identify problem, plan, create, evaluate, share)
- To know what a spreadsheet is and what it is used for.
- To know how to collect data for a purpose and plan out a spreadsheet to present it effectively

#### New Skills

- Use sequence, selection and repetition in programmes
- Solve problems in programs by breaking them down into smaller parts
- To be able to create their own spreadsheet and present information from it.

### Vocabulary

Microsoft Excel  
Formula  
Profit  
Loss  
Calculate  
Spreadsheet  
Structure  
Cell  
Cell reference  
Data item  
Format  
Input  
Range,

Chart,  
Evaluate,  
Comparison  
Software  
Tools,  
Results,  
Organised  
Function  
Sigma  
Data  
Duplicate  
Output

### Computer Safety

- To understand how to use a computer safely, respectfully and responsibly
- Recognise acceptable and unacceptable behaviour and how to report this
- Awareness of digital footprint
- Awareness of scams/phishing and target advertising