

Scheme of Learning

Curriculum area: Year 9 – Core Computing Spreadsheets Unit

Key Stage: 4

Unit/Topic Title: Core Computing – Spreadsheets – In this unit pupils are to learn skills in spreadsheets.

Lesson.	<u>Lesson Objective/topic</u>	<u>Lesson Content</u>	<u>Assessment</u>	<u>Remote Learning</u>
	This column contains the LO for each individual lesson and outcomes	<p>This column contains suggested strategies for delivering the content in order to meet the LO for the lesson and is hyperlinked to resources</p> <p>In this unit pupils you will learn the following skills:</p> <ul style="list-style-type: none">- Addition, Subtraction, Multiplication, Division- Conditional formatting- Data Validation- Averages (Min, Max, Average)- IF statements- VLookup	<p>This section identifies where each objective will be assessed.</p>	<p>You will need to go the links below and complete all tasks.</p> <p>Go to following website and make notes on spreadsheets:</p> <p>https://www.teach-ict.com/ks3/year7/spreadsheets_modelling/miniweb/index.htm</p> <p>https://www.bbc.co.uk/bitesize/guides/zdydmp3/revision/2</p> <p>Go through videos in following folders:</p> <p>http://www.teach-ict.com/software/excel_2010/excel_2010.htm</p>

Scheme of Learning

Curriculum area: Year 9 – Core Computing Spreadsheets Unit

Key Stage: 4

Unit/Topic Title: Core Computing – Spreadsheets – In this unit pupils are to learn skills in spreadsheets.

1 lesson	<ul style="list-style-type: none">• Identify what spreadsheets are used for.• Enter appropriate data into a spreadsheet for a specific purpose.• Demonstrate the use of different operators in a spreadsheet.	<p>Starter</p> <p>Go through powerpoint on what is a spreadsheet is.</p> <p>Go through operators and = sign in spreadsheets. Pupils will learn the following skills this lesson:</p> <ul style="list-style-type: none">– Addition, Subtraction, Multiplication, Division <p><u>Task 1 – on S:Drive</u></p> <p>Pupils to complete</p> <p>Go through answers</p> <p><u>Task 2 - on S:Drive</u></p> <p>Pupils to complete</p> <p>Go through answers</p> <p><u>Extension</u></p> <p>Minimum, maximum and average</p> <p><u>Homework</u></p> <p><u>Give out sheet on advantages of spreadsheets</u></p>	<p>Mini plenary exercise go through answers</p> <p>Set homework</p>	<p>Aim to complete</p> <p>End of unit test after 6 lessons.</p> <p><u>Remote Learning</u></p> <p>https://classroom.thenational.academy/lessons/getting-to-know-a-spreadsheet-61k3jd</p>
-----------------	---	--	---	--

Scheme of Learning

Curriculum area: Year 9 – Core Computing Spreadsheets Unit

Key Stage: 4

Unit/Topic Title: Core Computing – Spreadsheets – In this unit pupils are to learn skills in spreadsheets.

		For each objective follow the lesson PowerPoints and task sheets.		
2 lessons	<ul style="list-style-type: none">• Use conditional formatting• Understand how data can be made clearer using conditional formatting	<p>Collect homework at the start of the lesson.</p> <p>Pupils will understand and use conditional formatting</p> <p><u>Starter</u></p> <p>Go through what conditional formatting is.</p> <p>Demonstrate conditional formatting skills</p> <p><u>Main</u></p> <p><u>Task 1</u></p> <ul style="list-style-type: none">• Complete the spreadsheet tasks on conditional formatting	<p>Ensure to stop group and go over skills as when needed.</p> <p>Set homework</p>	<p><u>Remote learning</u></p> <p>https://classroom.thenational.academy/lessons/quick-calculations-ccrk2d</p> <p>https://classroom.thenational.academy/lessons/collecting-data-6rrp8t</p>

Scheme of Learning

**Curriculum area: Year 9 – Core Computing
Spreadsheets Unit**

Key Stage: 4

Unit/Topic Title: Core Computing – Spreadsheets – In this unit pupils are to learn skills in spreadsheets.

		<ul style="list-style-type: none">• Screenshot each worksheet and explain how the conditional formatting works. Task B and C• Go through answers after task <p><u>Task 2</u></p> <ul style="list-style-type: none">• Complete the spreadsheet tasks on conditional formatting• Screenshot each worksheet and explain how the conditional formatting works. <p>Starter – for lesson 2 – formatting techniques.</p> <p><u>Extension</u></p> <ul style="list-style-type: none">• Complete the extension tasks on conditional formatting• Screenshot each worksheet and explain how the conditional formatting works.• Go through answers after task	Ensure to stop group and go through tasks	Remote learning https://classroom.thenational.academy/lessons/conditional-formatting-6dj3ec
--	--	--	---	--

Scheme of Learning

Curriculum area: Year 9 – Core Computing Spreadsheets Unit

Key Stage: 4

Unit/Topic Title: Core Computing – Spreadsheets – In this unit pupils are to learn skills in spreadsheets.

1 lesson	<ul style="list-style-type: none">Identify the purpose of graphsCreate graphs	<p>Collect homework at the start of the lesson.</p> <p>In this lesson pupils will learn how to create graphs.</p> <p><u>Starter</u></p> <p>Go through PowerPoint. Starter task pupils to answer following questions in their books:</p> <ul style="list-style-type: none">3 features that you might find on an excel worksheet2 different examples of what a spreadsheet could be used for1 example of a formula <p><u>Main</u></p> <p>Pupils to complete Task 1 – graphs. Pupils to create and analyse the graphs.</p> <p><u>Extension</u></p> <p>If pupils complete main task then they need to do the extension task.</p>	Ensure to stop group and go through tasks	<p><u>Remote learning</u></p> <p>Make notes on creating graphs and create graphs in 0365</p> <p>https://www.bbc.co.uk/bitesize/guides/zdydmp3/revision/7</p>
-----------------	--	---	---	---

Scheme of Learning

Curriculum area: Year 9 – Core Computing Spreadsheets Unit

Key Stage: 4

Unit/Topic Title: Core Computing – Spreadsheets – In this unit pupils are to learn skills in spreadsheets.

2 lessons	<ul style="list-style-type: none">To understand the purpose of and be able to use the VLOOKUP functionTo understand the purpose of and be able to use the IF function.	<p>Starter</p> <p>Go through powerpoint and question pupils what an IF and VLOOKUP function is. Then demonstrate the IF and VLOOKUP functions.</p> <p>Main</p> <p>Task on IF function</p> <p>Task on VLOOKUP function</p> <p><u>Homework</u></p> <p>Worksheet on VLOOKUP</p>	<p>Ensure to stop group and go through tasks</p>	<p>Aim to complete end of unit test after 9 lessons.</p> <p>Remote learning</p> <p>https://classroom.thenational.academy/lessons/level-up-your-data-skills-70up6t</p>
1 lesson	Test	<p>Pupils to complete spreadsheet assessment.</p> <p>Record marks on tracker</p>	End of Unit Test	Aim to complete end of unit test after 7 lessons.