Year / Topic	Term	National Curriculum Links	Length of Topic
5.5 Spreadsheets Basic Formula	Summer 1	IT2.1	5 Weeks

Resources	**Key Classroom ICT Activity**
Microsoft Excel	In this unit students will be introduced to Microsoft Excel and using spreadsheets. They will learn the key features of Excel, completing tasks that require them to write basic formula and create charts to show data.
Target Skills Teamwork Independence Spreadsheet skills Problem solving Research	By the end of the topic students will be able to: • Create their own spreadsheet. • Know the key spreadsheet features. • Write basic formula. • Create charts to display data.
Curriculum Links Maths – *graphing data, writing formula.* English – *Speaking and listening.*	**Assessment - Progression Pathways** All children should – *IT, Recognise that digital content can be represented in many forms. Distinguishes between some of these forms. Talks about their work and makes changes to improve it.* *IT, Recognises different types of data: text, number. Appreciates that programs can work with different types of data and that data can be structured in tables to make it useful. Recognises that a range of digital devices can be considered a computer. Recognises and can use a range of input and output devices.*
E-Safety Coverage Students should observe good practice when searching for and selecting digital content for their spreadsheets. Students should think about copyright when adding content or publishing their work.	*Most children should – IT, Understands the difference between data and information. Knows why sorting data in a flat file can improve searching for information. Uses filters or can perform single criteria searches for information. Collects, organises and presents data and information in digital content.* *Some children should - IT, Recognises the audience when designing and creating digital content. Uses criteria to evaluate the quality of solutions, can identify improvements making some refinements to the solution and future solutions.*

Assessment Criteria	5.5 Spreadsheets
Emerging	✓ I can recognise that digital content can be represented in many forms. ✓ I can talk about my work and make changes to improve it.
Developing	✓ I can recognise different types of data: text and number. ✓ I can understand that programs can work with different types of data. ✓ I can recognise and use a range of input and output devices.
Secure	✓ I can understand the difference between data and information. ✓ I can perform single criteria searches for information. ✓ I can collect, organise and present data and information in digital content.
Mastered	✓ I can recognise the audience when designing and creating digital content. ✓ I can use criteria to evaluate the quality of my solutions. ✓ I can identify improvements, making some refinements to the solutions and future solutions.