

# iOffice: Level 3 iCompany

## Course Evaluation Criteria

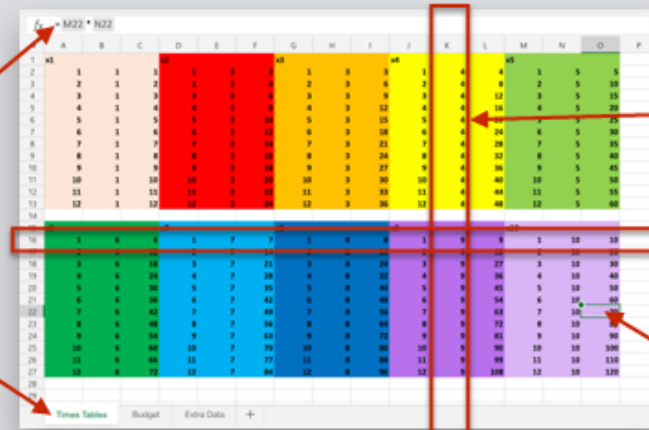
**Y5: We would expect all children in Y5 to attain statements 1-6. If any of statements 7-10 are attained, those pupils are exceeding expectations.**

1. Pupils know what a cell is on a spreadsheet.
2. Pupils can use formulae to solve simple maths equations.
3. Pupils can create a chart and a graph.
4. Pupils can use the filter tool in a spreadsheet.
5. Pupils are able to group and organise data.
6. Pupils know the alternative symbols for multiplication and division and use them in simple formulae.
7. Pupils are able to add a total column.
8. Pupils can use formulae to calculate the cost of a movie.
9. Pupils can use the auto-sum tool with the fill tool to quickly complete maths equations.
10. Pupils can create multiplication tables.

## Microsoft Excel

We enter data and create formulae here.

Here are all the spreadsheets in this workbook.



This is column K

This is row 16

This is the cell we are currently editing called O22

## Course Overview

**Course overview:** iCompany is a spreadsheet-based course. Pupils will begin with a recap of basic spreadsheet knowledge gained in Level 1 before moving on to more advanced functions within the app. Their task is to act as movie producers and decide on a style of animated movie to put into production. Working in pairs, pupils will start by inputting and analysing data allowing them to make important production decisions. The class will develop their spreadsheet skills and learn how to successfully use a variety of advanced functions within a spreadsheet.

**Learning objective for the course:** After a very brief introduction to spreadsheets in Level 1 pupils will now learn how to create formulae and find totals. Pupils will learn how to create charts using both existing data and data they have inputted themselves. They will be taught how filter buttons can aid them in looking through spreadsheets, and how to use data to budget. Pupils will be expected to be using terminology to suit the program such as workbook and spreadsheet. At the end of the course pupils will compile their data into a Keynote presentation and present the movie they wish to make.

## Vocabulary Bank

### Workbook

A file that contains one or more spreadsheets.

### Spreadsheet

A file made up of rows and columns that can arrange and sort information.

### Cells

Individual boxes found in a spreadsheet grid.

### Rows

A group of cells going horizontally along a spreadsheet.

### Formulae

Working out simple equations using multiple cells in a spreadsheet.

### Total

The sum of multiple cells.

### Column

A group of cells going vertically through a spreadsheet.

### Data

Information, facts and statistics.

### Inputting

The act of putting data into a spreadsheet.

### Filter

Showing data based on what they include, exclude or in certain order.

## Apps Used



**Microsoft Excel**



**Keynote**

### Budget

An estimated amount a project will cost.

### Data Entry/Extraction

The process of inputting or retrieving data.