|  |  |
| --- | --- |
| Year \_\_7\_\_ | **Topic:** **Period:** Spring 2 |
| **Overview of topic:*** Create spreadsheets
* Understand what formulas and functions are
* Learn how to use formulas and functions with a range of formatting
* Understand how to use spreadsheets to convey and analyse data into information
 |
| **Key** **knowledge:*** I can search the data effectively using suitable keywords and operators
* I can use a variety of software features to produce my work and complete including calculations and data dashboards
* I can collect information
* I can design and create content

I can present information**Key vocabulary:**

|  |  |
| --- | --- |
| **Tier 2** | **Tier 3** |
| **Spreadsheet, Model, Cell, Active Cell, Formulae, Formula Bar, Row, Column, Text, Label, Numeric data, Cell Reference** | **Label, Numeric data, Cell Reference** |

 | **Key skills:** ***Know how to…**** Workbooks and worksheets. A spreadsheet file is made up of one workbook and multiple …
* Columns, rows and cells. Every cell in a spreadsheet or worksheet has a unique cell …
* Entering data into a cell. Data can be typed directly into a cell or into the formula bar. To the …
* Sorting cell data. The A-Z feature automatically orders data in order or alphabetically.
*
 |
| **Co-curricular opportunities: *(ASPIRE Day, Careers, clubs, competitions etc)***Links to Minecraft club and similar clubs in school | **Key reading skills taught *(clarify, question, summarise, predict)* and key texts:****Wider Reading Opportunities/Links:**Please see Classnote Books and [www.doddlearn.co.uk](http://www.doddlearn.co.uk) for independent homework and study |
| **How can I use this information at home?*** Conversation starters with your children to discuss their learning
* Support your child in carrying out independent research around the topic
* Visit your local library (or BorrowBox), museums, or other locations to explore the topic
* Promote books/other texts that explore this topic (see reading section)
* Help your child to learn the key vocabulary
 |