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| 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 | |