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| Year \_\_9\_\_ | **Topic:** **Period:** Spring 2 |
| **Overview of topic:**Understand and create formulas and functionsLearn how to use advanced formulas and functions with a range of formattingKnow how to analyse data for a business purposeMeet the needs of my audience when producing my project work.Understand how to use spreadsheets to analyse and convert data into informationCreate effective and informative information management systems for a business purpose |
| **Key** **knowledge:**-Understand how data is collected and used by organisations and its impact on individuals-Be able to create a dashboard using data manipulation tools-Be able draw conclusions and review data presentation methods. I can use a variety of software features to produce my work and complete including calculations and data dashboards**Key vocabulary:**

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| **Tier 2** | **Tier 3** |
| Spreadsheet, Model, Cell, Active Cell, Formulae, Formula Bar, Row, Column, Text, Label, Numeric data, Cell ReferenceDashboardSliderPivot TableFunctionchart | GDPRBiasMethodologyInformation Management SystemVolumeAccuracyAgeCompleteness |

 | Key skills: In this component, you will learn the different data manipulation tools that can be used to change the way that data is presented. You will provide clear summaries of the data and present them in a dashboard that will allow organisations to make effective decisions. You will learn the different presentation features that can be used to ensure that information is understood clearly in an objective way so that it is not misinterpreted.Know how to…Understand how data is collected and used by organisations and its impact, on individuals, be able to create a dashboard using data manipulation tools and be able draw conclusions and review data presentation methods. In order to make decisions, organisations collect vast amounts of data from a range of different sources. They need to use appropriate data-collection methods and ensure that the data is of sufficient quality to enable decision making. Data must then be converted into information to allow it to become useful. Even when data has been converted into information, it will not provide any conclusions on its own. It is up tothe data user to be able to look at the information and draw conclusions, so how the information is presented is key to ensuring that effective and accurate decisionsare made. You will develop your understanding of how to represent information in different waysto give it more meaning.  |
| **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
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