



**Computing Topic:** Spreadsheets

**Year: 6 Term:** Summer 2

## Key Knowledge/Content:

- To know what a spreadsheet looks like.
- To navigate and enter data into cells.
- To introduce some basic data formulae in Excel for percentages, averages and max and min numbers.
- To demonstrate how the use of Excel can save time and effort when performing calculations.
- To use a spreadsheet to model a real-life situation.
- To demonstrate how Excel can make complex data clear by manipulating the way it is presented.
- To create a variety of graphs in Excel.

## Links to:

### Prior learning:

Databases

Spreadsheets

### Future learning:

Job prospects using Computing skills

## Key vocabulary with definition:

### Prior Vocabulary

- Chart - (not on tablet version). A diagram that represents data. Charts include graphs and other diagrams such as pie charts or flowcharts.
- Data - A collection of information, especially facts or numbers, obtained by observation, questions or measurement to be analysed and used to help decision-making.
- Graph - A diagram that represents data there are specific layouts for graphs including bar graphs and line graphs.

### New Vocabulary

- Auto fit - A function of a spreadsheet that alters column widths to fit data.
- Conditional formatting - When a cell or cells are formatted in a specific way depending upon the values in the cell or cells.
- Formula (e) - A group of letters, numbers, or other symbols which represent a mathematical rule. It allows a spreadsheet to carry out calculations.
- Formula Bar -An area of the spreadsheet into which formulae can be entered using the '=' sign to open the formula.

## By the end of this unit

**All children can:** have a good understanding of a variety of purposes for using spreadsheets

**Most children can:** understand and use the new vocabulary relating to spreadsheets: cells, columns, rows, cell names, sheets, and workbook.

**Some children can:** use a spreadsheet to carry out basic calculations including all the operators (addition, subtraction, multiplication and division) using formulae.

## Background understanding for teachers and parents:

Children will be taught how to create spreadsheets, by using formulas and calculations.

## Curriculum Driver (one):

Aspiration

## Evidence outcome:

Consider future job opportunities.