

Year 2. Spreadsheets Unit 2.3

Pupils are new to using spreadsheets. They begin in lesson 1 (which is split over two lessons) by understanding how to navigate a spreadsheet (2Calculate) using the mouse and arrow keys, and develop new vocabulary such as 'cells' 'rows' 'columns' 'data'. They begin to learn that spreadsheets are useful programs to aid with the organisation of data, perform calculations and allow for the data to be easily edited. In lesson 2, they use the totalling tools to automatically total rows/columns, exploring the benefits of automatic calculations in 2Calculate when data is edited. In lesson 3, children learn how to insert images into a spreadsheet when creating a 'counting machine'. This machine uses the 'count' tool to keep track of the total number of images as they are moved into different groups on the spreadsheet (when organising the data). In lesson 4, children organise a table of data as a block graph in 2Calculate, learning that this is another way that data can be organised. They edit this data. They may also be given the opportunity to collect their own data, organising it into a block graph with increasing independence. In lesson 5, they learn how to use the charts tool to create a bar graph. They collect data, add this to a data table and use the charts tool to organise this data as a bar graph. Throughout the unit children discuss the benefits of having used 2Calculate when editing and organising data. They open, load and save work throughout the unit.

Vocabulary: Spreadsheet, Digital Content, **Data**, **Edit data**, **Cell**, Row, Column, Select, **Image**, Clipart, **Save**, **Load**, Draggable, Delete, Calculations, Total, Data table, Graph/chart to **organise data**, (Totals tool, Count tool, Speak tool, Move tool, Charts tool)

Knowledge covered:

NC	Ladders Objectives
Use technology purposefully to create, organise, store, manipulate and retrieve digital content	Y2 - IT1 (KPI) I can use technology to create a range of content (i.e. text based, image based, number based) Y2 - IT2 I can name, save and load my work Y2- IT3 I can edit digital content (such as editing data or editing format) Y2 - IT4 I can start to organise digital content (such as organising data or organising files)

Medium Term Lesson Plan:

Lesson 1 (covered over 2 lessons)	L.I: I can navigate around a spreadsheet	S.C: Enter data into cells (Y2-IT1 KPI)	<u>Key Question (from KWL)</u> What app could you use to organise digital content? When might it be useful to use a spreadsheet? What does it mean to edit digital content? Give an example of how you might edit digital content.
Lesson 1.1 (additional lesson)	L.I can use spreadsheets to calculate totals and edit data	Use + and = Edit data (Y2-IT3) Enter data into cells Save work (Y2-IT2)	

Year 2 Spreadsheets (Unit 2.3) Medium Term Plan

Lesson 2	L.I: can use spreadsheets to organise data and calculate totals (Y2-IT1 KPI)	S.C: Organise data (Y2-IT4) Use totalling tools	<u>Key Question (from KWL)</u> What app could you use to organise digital content? When might it be useful to use a spreadsheet? What was the benefit of using spreadsheets for this activity?
Lesson 3	L.I: I can use 2Calculate to create a counting machine and organise data (Y2-IT1 KPI)	S.C: Colour cells Insert clipart images Make images draggable Use the count tool Organise data (Y2-IT4)	<u>Key Question (from KWL)</u> What does it mean to edit digital content? What was the benefit of using spreadsheets for this activity?
Lesson 4 (lesson 4 extra – collect data)	L.I: I can create a block graph (Y2-IT1 KPI)	S.C: Organise data (Y2-IT4) Edit data (Y2-IT3) Previous learning: Change cell colours Insert images	<u>Key Question (from KWL)</u> What app could you use to organise digital content? When might it be useful to use a spreadsheet? What does it mean to edit digital content? Give an example of how you might edit digital content. What was the benefit of using spreadsheets for this activity?
Lesson 5	L.I can organise data in a block graph/ bar graph (Y2-IT1 KPI) (Y2-IT4)	Select the data Use the charts tool *Use the sort tool	What app could you use to organise digital content? When might it be useful to use a spreadsheet? What does it mean to organise digital content? Give an example of how you might organise digital content. What was the benefit of using spreadsheets for this activity?