Spreadsheets (Year 1)

Prior Learning	Concepts	
New topic	spreadsheet	A program that we use to perform calculations.
	calculate	Solve a mathematical problem.

Key Vocabulary/Skills

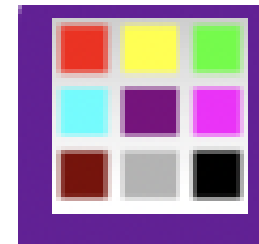|	
Cell	An individual space on a spreadsheet.
Column	Cells that run vertically (top to bottom)
Row	Cells that run horizontally (left to right)
Format	Change the look of a cell.
Tool	Icons we can click to perform different jobs or calculations.
Clipart	Simple pictures we can add to a sheet.

Key Knowledge/Skills

1) I can add data into cells.
2) I can perform simple calculations in a spreadsheet.
3) I can format the colour of the cells.
4) I can use the move tools to move data around a spreadsheet.
5) I can add clipart to a spreadsheet.
6) I can use a spreadsheet to solve simple problems.

Images and Techniques

Spreadsheets (Year 2)

Prior Learning

- Performing simple calculations
- Formatting cells.
- Adding clipart and giving it a numerical value.
- Using a spreadsheet to solve problems.

Concepts

spreadsheet	A program that we use to perform calculations.
calculate	Solve a mathematical problem.

Key Vocabulary

Chart	A way of visually representing data in a spreadsheet.
Column	Cells that run vertically (top to bottom)
Row	Cells that run horizontally (left to right)
< > =	Less than, more than, equal to
Spin tool	Clicking on this will increase the value in the next cell by 1.
Cell reference	The label given to a cell depending on its column and row position.

Images and Techniques

Chart control

Spin

Equals

Is less than

Is more than

Is equal to
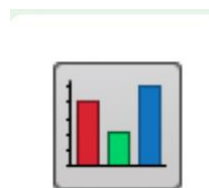
Key Knowledge/Skills

7) I can create a table of data in a spreadsheet.
8) I can use a spreadsheet program to automatically create charts and graphs from data.
9) I can use tools in a spreadsheet to compare numbers. E.g. > < =
10) I can use the 'spin' tool in a spreadsheet.
11) I can describe a cell location in a spreadsheet using the letter for a column and number for a row.
12) I can find specific locations within a spreadsheet.

Spreadsheets (Year 3)

Prior Learning
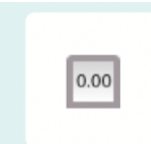
- Adding data into cells.
- Performing simple calculations in a spreadsheet.
- Adding clipart to a spreadsheet.
- Using a spreadsheet to solve simple problems.

Concepts

spreadsheet	A program that we use to perform calculations.
calculate	Solve a mathematical problem.

Key Vocabulary/Skills

Cell	An individual space on a spreadsheet.
Column	Cells that run vertically (top to bottom)
Row	Cells that run horizontally (left to right)
Format	Change the look of a cell.
Tool	Icons we can click to perform different jobs or calculations.
Clipart	Simple pictures we can add to a sheet.

Key Knowledge/Skills

13) I can add data into cells.
14) I can perform simple calculations in a spreadsheet.
15) I can format cells.
16) I can use the move tools to move data around a spreadsheet.
17) I can add images to a spreadsheet and give them a numerical value.
18) I can use a spreadsheet to solve problems.

Images and Techniques

Spreadsheets (Year 4)

Prior Learning

- Creating tables and charts.
- Using a variety of tools e.g < > = and spin tool.
- Finding cells based on their cell reference.

Concepts

spreadsheet	A program that we use to perform calculations.
formula	Creates an automatic calculation in a spreadsheet.

Key Vocabulary

Cell	An individual section of a spreadsheet.
Column	Cells that run vertically (top to bottom)
Row	Cells that run horizontally (left to right)
Format	Change the look or type of a cell.
Chart	Create a variety of graph types for the data in a spreadsheet.
Random tool	Click to give a random number 0-9

Images and Techniques

Formula Wizard

Format Cell Toolbox

Charts

Random Number

Controls Toolbox

Key Knowledge/Skills

19) I can format cells for different purposes e.g. decimal places and %
20) I can add formula to a cell to automatically make a calculation.
21) I can use random number generators in a spreadsheet.
22) I can use a spreadsheet to create a line graph.
23) I can use the graphs I create to answer simple questions about the data.
24) I can make practical use of a spreadsheet to model real-life scenarios.

Spreadsheets (Year 5)

Prior Learning

- Using formula to perform calculations.
- Creating graphs in a spreadsheet
- Using a spreadsheet to model real life scenarios.

Concepts

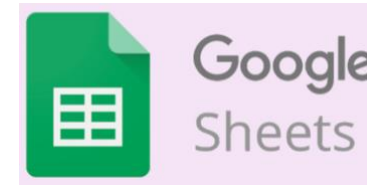| spreadsheet	A program that we use to perform calculations.
formula	Creates an automatic calculation in a spreadsheet.

Key Vocabulary

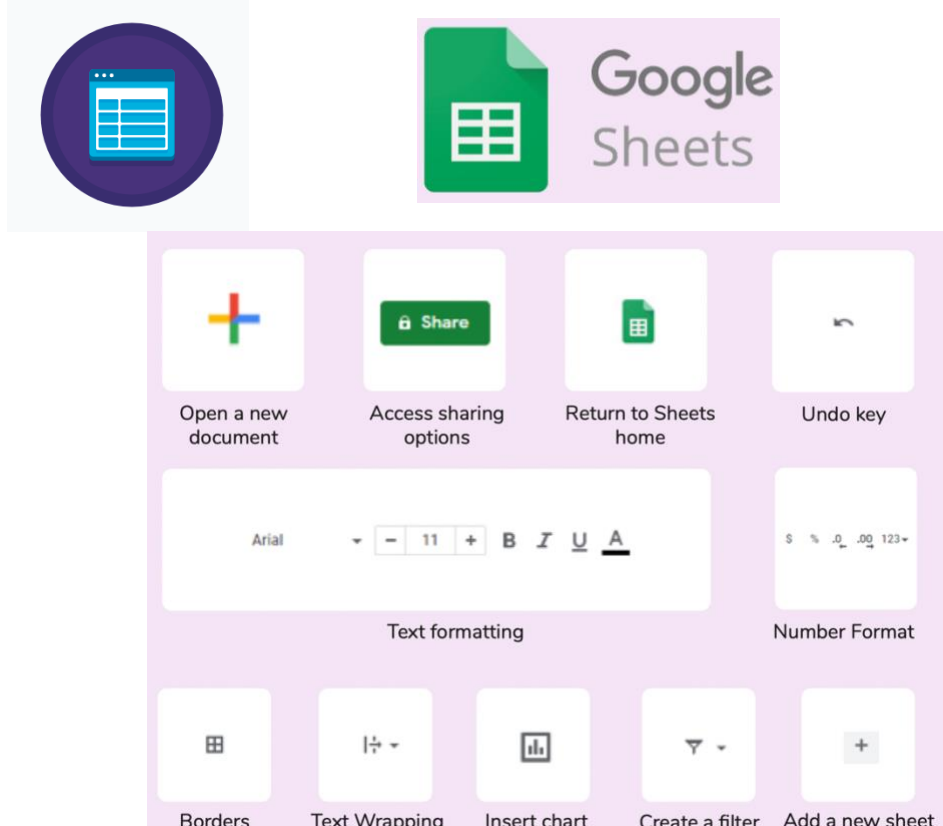| Cell	An individual section of a spreadsheet.
Cell reference	The label given to a cell, dependent on its column and row position
SUM	A function which adds together the totals in a range of cells.
Flash fill	A function to fill in cells based on data already entered.
Delimiter	A character that separates each piece of data eg ; -
Filter	A way of displaying set data to make it easier to view or analyse some data in a spreadsheet

Key Knowledge/Skills

25) I can use a more complex program to create and manage spreadsheets (Google Sheets)
26) I can use a spreadsheet to carry out basic calculations.
27) I can use the fill function.
28) I can use a spreadsheet to model a situation and solve a problem.
29) I can use the SUM function to calculate within a range of cells.
30) I can use a variety of tools to organise and sort data in a spreadsheet.

Images and Techniques

Google Sheets

Open a new document	Access sharing options	Return to Sheets home	Undo key
Text formatting			Number Format
Borders	Text Wrapping	Insert chart	Create a filter	Add a new sheet

Spreadsheets (Year 6)

Prior Learning

- Using the fill function.
- Using spreadsheets to model a real-life scenario and solve a problem.
- Use the SUM function.
- Organise and sort data in a spreadsheet.

Concepts

spreadsheet	A program that we use to perform calculations.
formula	Creates an automatic calculation in a spreadsheet.

Key Vocabulary

Cell	An individual section of a spreadsheet.
Cell reference	The label given to a cell, dependent on its column and row position
SUM	A function which adds together the totals in a range of cells.
Flash fill	A function to fill in cells based on data already entered.
Delimiter	A character that separates each piece of data eg ; -
Filter	A way of displaying set data to make it easier to view or analyse some data in a spreadsheet

Images and Techniques

Key Knowledge/Skills

31) I can use a more complex program to create and manage spreadsheets (Google Sheets)
32) I can use a spreadsheet to carry out basic calculations.
33) I can use the fill function.
34) I can use a spreadsheet to model a situation and solve a problem.
35) I can use the SUM function to calculate within a range of cells.
36) I can use a variety of tools to organise and sort data in a spreadsheet.