



## Computing

## Data & Information - Spreadsheets

## Year 6

## Spring 2

### Key Knowledge

To identify questions which can be answered using data	<ul style="list-style-type: none"> <li>I can answer questions from an existing data set</li> <li>I can ask simple relevant questions which can be answered using data</li> <li>I can explain the relevance of data headings</li> </ul>
To explain that objects can be described using data	<ul style="list-style-type: none"> <li>I can apply an appropriate number format to a cell</li> <li>I can build a data set in a spreadsheet application</li> <li>I can explain what an item of data is</li> </ul>
To explain that formulas can be used to produce calculated data	<ul style="list-style-type: none"> <li>I can construct a formula in a spreadsheet</li> <li>I can explain the relevance of a cell's data type</li> <li>I can identify that changing inputs changes outputs</li> </ul>
To apply formulas to data, including duplicating	<ul style="list-style-type: none"> <li>I can apply a formula to multiple cells by duplicating it</li> <li>I can create a formula which includes a range of cells</li> <li>I can recognise that data can be calculated using different operations</li> </ul>
To create a spreadsheet to plan an event	<ul style="list-style-type: none"> <li>I can apply a formula to calculate the data I need to answer questions</li> <li>I can explain why data should be organised</li> <li>I can use a spreadsheet to answer questions</li> </ul>
To choose suitable ways to present data	<ul style="list-style-type: none"> <li>I can produce a graph</li> <li>I can suggest when to use a table or graph</li> <li>I can use a graph to show the answer to questions</li> </ul>

### Possible experiences

- Have a go at creating your own spreadsheets using Microsoft Excel for a topic of your choice e.g. shopping list whilst out with costings.
- Research the different careers that use excel spreadsheets – you will see lots!!!
- Investigate different features on Microsoft Excel and try adding additional pages.
- Visit [10 Engaging Excel Projects For Students \(Beginner's List\) \(spreadsheetcollege.com\)](https://www.spreadsheetcollege.com) for more activities related to Excel.

### Statutory requirements

- Select, use, and combine a variety of software (including internet services) on a range of digital devices to design and create a range of programs, systems, and content that accomplish given goals, including collecting, analysing, evaluating, and presenting data and information.

### Key vocabulary

Spelling	Definition
Spreadsheet	A spreadsheet is a <b>computer application</b> that allows users to <b>organise, analyse, and store</b> data in a table.
Data Headings	Data headings allow us to <b>organise</b> the data in a meaningful way.
Format	Changing the <b>appearance of the data</b> .
Placeholders	There are different types of placeholders in Excel, including <b>text, date, and number placeholders</b>
Cell	<b>Each box</b> that makes up a table in a spreadsheet is called a cell.
Cell Reference	A cell reference in Excel refers to the <b>value of a different cell or cell range</b> on the current worksheet or a different worksheet within the spreadsheet

### Data headings

	A	B
1	Name	Number of days off
2	Reina	10
3	David	13
4	Yiannis	1
5	Bob	5
6	Amin	9
7	Petra	18

Data headings allow us to organise the data in a meaningful way.