Computing 24-25	
Year 3 – Microsoft excel – Introduction	

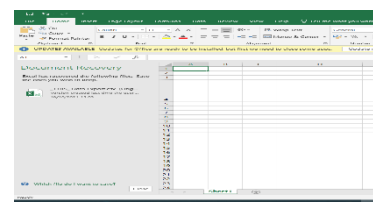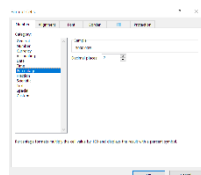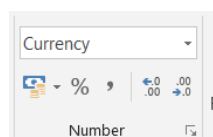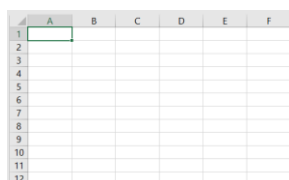| **Remember when:** Typing, Formatting (word)	**Key vocabulary**
By the end of this unit children must be able to: • Log into teams and open excel files. • Change the format of a cell – percentage, decimal places, currency. • Change the height and width of columns and rows. • Sort data in a table using different criteria. • Create filters to filter out data.	cell Input currency Column format spreadsheet height width sort filter values data

National curriculum:
- 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, analyzing, evaluating and presenting data and information.

Features

Title / Focus	Lesson outline
Lesson 1- Introduction to Excel **LO-** To input data into cells **Sticky Knowledge-** Log into teams and open excel files.	Children are introduced to Microsoft Excel via Teams via ppt and links to Teams. Ask Questions: What is a spreadsheet? What are they used for? What can they do? Show the children how to move around a spreadsheet and how to enter numbers and text labels. Ask the class to identify the contents of specific cells. E.g. What can be found in D6? Tasks: LA: Children add simple data to create their own table on worksheet 1 using their Excel workbook. EXS: As above and children format cells by using bold, adding colour GD: As above plus children to create a picture by colouring cells and format
Lesson 2- Inputting and presenting data **LO-** Input data into cells and format **Sticky Knowledge-** Change the format of a cell – percentage, decimal places, currency	Remind children of what Microsoft Excel is and how to log in via Teams. Discuss what spreadsheets are used for. Tasks: LA: Children add more data to a new spreadsheet starting in cell B2 EXS: Plus, Format cells - Make all the titles and names bold Give the Column titles a yellow background (Cells B2 to E2) Give the names a blue background (Cells B3 to B5) GDS: Plus, Select all the information, click 'Format' on the menu bar and then 'Cells'. Now add a border.
Lesson 3- Changing the format of a cell **LO-** To change the format of a cell including the height and width. **Sticky Knowledge-** Change the height and width of columns and rows	Open Excel workbook and start a new sheet. Demonstrate to the children how to highlight to select columns of data and change the format by using current. Percentage and decimals. Discuss what each of these changes means to the data. Demonstrate how to change the heights and widths of columns and rows respectively by clicking in between 2 columns or rows until a double arrow icon appears and then dragging to the desired height or width. Tasks: LA: Children copy data from a given table. EXS: Children highlight one column and select currency – to change to £. Then format it to include decimals. Final column highlight and select percentage. GD: Children create own table of data, using percentage or currency.
Lesson 4- Sorting data	Show children a table of data about the number of matches won by a number of teams in a football league.

LO- To sort data **Sticky Knowledge-** Sort data in a table using different criteria.	Children answer questions about the data. Children log into teams and open the saved excel document with the table in. Demonstrate how to sort on ppt on IWB. Children work independently to sort data using different criteria: alphabetical order, match order highest to lowest then lowest to highest. Challenge: Can you create the correct formula in each column to complete the league table?
Lesson 5- Creating and using filters **LO-** To use excel filters **Sticky Knowledge-** Create filters to filter out data.	Children log into Teams and open Excel. Demonstrate on IWB with PPT how to filter data related to topic Children to carry out a number of filtering tasks: Number of matches less than 5 Number of matches more than 6 Number of clubs that drew 1 match Challenge: Can you think of your own question? How can you filter the results to give you the answer?
Lesson 6- Assessment lesson	Children to complete and assessment task to assess which skills the children can use effectively on an excel sheet.

	End of Unit Assessment	
Working towards	Working at Age related expectations	Working at a greater depth