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| **Year 6 Spring 1 – Spreadsheets with Microsoft Excel** |
| **Key Images**  | **Key Learning** |
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| Open a new document  |  |
| Open an existing document |  |
| Save your work |  |
|  Undo key  |  |
| Font Category |  |
| Insert cell |  |
| Text wrapping |  |
| Home tab where many editing tools are found |  |
| Formula Bar |  |
|  Worksheet Tab |  |
|  Insert tab where you can add an object such as a picture or shape |  |

 | * 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 a Excel can make complex data clear by manipulating the way it is presented.
* To create a variety of graphs in Excel.
* To apply spreadsheet skills to solving problems.
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| **Key Vocabulary** | **Key Questions** |
| * Alignment
* Style
* Formula(e)
* Sum
* Calculate
* Function
* Text Wrapping
* Cell
* Range
* Value
* Cell reference
* Row
* Workbook
* Chart
* Spreadsheet
* Column
 |  **What is a spreadsheet used for?** Spreadsheets are used to display, organise and interpret information. They are easy to manipulate and carry out useful calculations quickly. **How do you carry out a multiplication calculation?** Within the formula bar for the cell, you will need to write = then the cells you want to multiply using the operator \*. For example, =A1\*B1 will show the answer of A1 multiplied by B1. You can change the contents of A1 or B1 and this will change your answer.  **How does using the SUM function save time?** Using the SUM function allows you to add together the total of many cells without having to write them all out. For example, it is easier to write =SUM(A1:A6) rather than = A1+ A2+ A3+ A4+ A5+ A6. |

Reference to