

SCHOOL
SHORT TERM PLANNER FOR ICT

Year: 5 **Unit: 5D Introduction to Spreadsheets**

Teacher: **Term:**

Lesson	Objective	Key Vocabulary/ Resources	Introduction	Activity	Plenary
1	<p>Computers can calculate costs and are useful when prices change.</p> <p>Enter labels and numbers into a spreadsheet.</p> <p>Enter formulae into a spreadsheet.</p>	<p>Spreadsheet, cell, label, row, column, formula, calculate</p> <p>ICT Suite, Excel, worksheet</p>	<p>Discuss the idea of working to a budget eg an end of term party. Draw up a table showing items, costs, quantities and totals. Begin to fill in and calculate totals. Discuss how totals will need to be recalculated if prices or quantities change. Tell the children that there is a program on the computer which will do this for us.</p>	<p>Show children the program Excel. Discuss the rows and columns and how each cell has an address. Show them how to enter numbers and text headings.</p> <p>Working in mixed ability pairs, children enter headings Item, Cost and Quantity and produce a table showing the costs of various items that might be purchased for a party. Investigate what happens when quantities or costs change.</p> <p>Show the children how to enter a formula to multiply the Cost and Quantity columns. Use Auto Sum to find the total of all the items. Format the cells to show two decimal places to make the money amounts easier to read.</p> <p>If their budget is £10, can they adjust the costs and quantities to fit?</p> <p>NB. Enter money amounts using decimal notation.</p>	<p>Recap main points.</p> <p>Discuss other uses for spreadsheets.</p>
2	<p>Enter labels and numbers into a spreadsheet.</p> <p>Enter formulae into a spreadsheet.</p>	<p>Spreadsheet, cell, label, row, column, formula, calculate</p> <p>ICT Suite, Excel</p>	<p>Recap last week's lesson. Enter two columns of numbers. Show the children how to enter different formulae to add, subtract, multiply and divide the contents of the cells. Predict how the contents of cells will change. Show them how to use / for divide.</p>	<p>Enter two columns of numbers, eg 1-10, 100 in column A and 10-100, 1000 in column B. Explore addition, subtraction, multiplication, and division formulae, predicting how the contents of the cells will change. Use a separate column for each and label with the operation in the top row.</p> <p>Set up a multiplication table. Put the numbers 1-12 in column A and type x2, x3, x4 etc in row 1. Enter the formulae =a2*2, =a2*3, =a2*4 etc and drag down each column. Try adding other numbers to the list.</p>	<p>Discuss the results of each activity.</p>
3	<p>Enter labels and numbers into a spreadsheet.</p> <p>Enter formulae into a spreadsheet.</p> <p>Change data in a spreadsheet to answer 'what if...?' questions and check predictions.</p>	<p>Spreadsheet, cell, label, row, column, formula, calculate</p> <p>ICT Suite, Excel</p>	<p>Demonstrate creating a spreadsheet with the cost per person of different elements of a meal. Show the children how to edit the formula in the formula bar to find the total cost of the meal for different numbers of people =b2*2, =b2*4 etc. (NB do not need quantity column).</p>	<p>The children set up the spreadsheet, adding the correct information and formula: eg sausages 0.42, eggs 0.20, beans 0.12, chips 0.25, strawberries 0.60, ice cream 0.25, coke 0.30. Use auto sum to find total and format cells. They change the formula in the spreadsheet to find the total cost of the meal for 2/4/6/8/10/50/100 people.</p>	<p>Share results. Did everyone get the same totals?</p>

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4+	<p>Integrated task:</p> <p>Enter labels and numbers into a spreadsheet.</p> <p>Enter formulae into a spreadsheet.</p> <p>Change data in a spreadsheet to answer 'what if...?' questions and check predictions.</p> <p>Links with Science 5A Keeping Healthy.</p>	<p>Spreadsheet, cell, label, row, column, formula, calculate</p> <hr/> <p>ICT Suite, Excel, Internet</p>	<p>Tell the children that they are going to be planning a healthy menu for a day for a family of four. They have a budget of £20. Discuss the elements of a healthy diet and the balance of food types needed.</p>	<p>Children use their knowledge of healthy eating to plan a menu. They gather information on prices and enter it onto a spreadsheet, calculating the total cost. Is it within their budget?</p> <p>What happens if some of the items rise in price? What happens if an extra person comes to dinner? What if one item is on special offer and there is money left over?</p> <p>The children could use the internet to find prices eg Sainsburystoyou.com.</p>	<p>Discuss the menus. Do they contain the right balance of different sorts of food.</p>