



Respect, Believe, Achieve

Year 6 Spreadsheets

Using ICT

Key Words

data	Information. (without context e.g. 5 or Sandpiper)
worksheet	A virtual sheet of information.
cell	One box on the worksheet. They are labelled with a column letter and a row number (e.g. B4)
formula	A formula will create a number for you. You may for example ask it to add two other cells.
graph	A visual representation of data. Just like the bar graphs and pie charts in Maths.
form	A list of questions.

What do I already know?

- I can collect and enter information into a table.
- I can use sort and filter tools to retrieve information.
- I can generate a graph using information.
- I can format a table and a graph.
- I can give examples where computers use data from real life
- I can present data as a chart, labelled appropriately
- I can discuss patterns or trends in visual data



Our Learning Steps

1. Costing

I will use formulas to find the sum of my costs, divide to find a cost per unit, set a price per unit and estimate total profit.



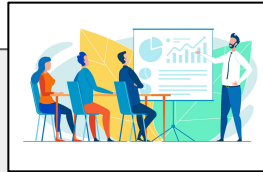
2. Market research

I will design a form to collect information.



3. Sharing

I will use graphs to interpret and share findings of market research.



4. Monitoring

I will update my spreadsheet to take account of changes in supply, production and reinvestment. I will know my final turnover, profit and return on investment.



5. Reflection

I will think about how spreadsheets can help in business.



6. Assessment:

I can use formulae to calculate.
I can use sheets to organise and adjust costs and profits.
I can format tables and graphs to share market research.

