



Respect, Believe, Achieve

# Year 6 Databases and Graphic Design Using ICT



## Key Words

<b>Spreadsheet</b>	A piece of software that helps us organise data, such as a league table, financial records or school register.
<b>Filter</b>	We filter out (remove) the data we do need that does not match what we are looking for. This makes it easier to see the data that is more relevant.
<b>Cell</b>	One box on the worksheet. They are labelled with a column letter and a row number (e.g. B4)
<b>Conditional formatting</b>	This tool highlights the cells with a colour if it matches what we are searching for, making it easier to see the relevant cells. E.g all the cells containing the number 2 could be highlighted red.
<b>Grouping</b>	Grouping objects together makes it quicker to then move them around or change their colour. It also improve the accuracy by making all the objects the same.
<b>Transparency/opacity</b>	We can use tools to adjust how see through the object is; the more transparent the more you can see what is behind it.
<b>Gradient</b>	This is where one colour moves into another. For example, the top half of an app icon could be dark blue and the bottom half could be light blue.

## 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. Using clues

Use comprehension skills to find clues that match the column headings of a spreadsheet.



### 2. Spreadsheet tools

Use spreadsheet tools (filters and conditional formatting) to find the specific data to match the clues and select the best tool for the type of data that is being found.



### 3. Creating clues

Write clues that allow others to search the spreadsheet (extension activity)



### 1. Shapes

Know how to add, adjust and fill shapes.  
Know how to group shapes to improve accuracy and speed.



### 2. Gradients and transparency

Know how to add and customise gradient effects.  
Know how to adjust transparency/opacity for a purpose.



### 3. Rotation

Know how to accurately rotate shapes.

