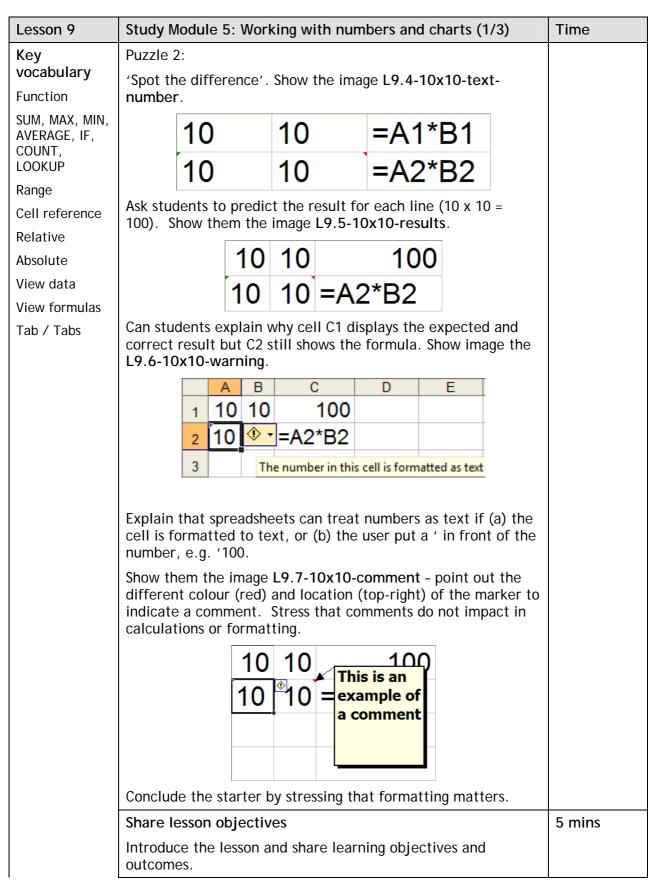


Lesson 9	Study Module 5: W	orking with nu	mbers a	nd charts (1/3)	Time
Lesson	In this lesson stude	nts are learning	g how to:		
objectives	• select and apply	appropriate fo	rmats		
	carry out calcula	ations with rela	tive and	absolute references	
Learning	At the end of the le	esson students	will be at	ole to:	
outcomes	• display numbers	and text in app	propriate	formats	
	<ul> <li>enter formulas u</li> </ul>				
	<ul> <li>use functions SU</li> </ul>				
	use absolute cel				
Specification coverage	L1: 2.1, 7.1, 8.1, 8				
0	L2: 2.1, 6.1, 7.1, 7	.2			
Resources	Starter				5 -10 mins
Study Module 5	Tell students you h	ave two puzzle	s for the	n.	
SAM Mark Scheme	Puzzle1:				
Images:	Show them the ima	ge L9.1-100-D	isplay.		
L9.1-100- Display		<b>Displa</b> 09/04/1			
L9.2-100-		00:00			
Display-Format		1.00E			
L9.3-100- DataEntry-		С			
Display-Format	Ask students to tell				
L9.4-10x10- text-number	and what format they have. If students struggle, show them the image L9.2-100-Display-Format and tell them that the				
L9.5-10x10-	same number was e				
results		Format Date	Display 09/04/19		
L9.6-10x10- warning		Time	00:00	:00	
L9.7-10x10- comment	F	Scientific Roman (function)	1.00E+ C	-02	
Key vocabulary	The Roman number the number behind 100-DataEntry-Dis	the display? S			
Spreadsheet	5	, ,		Dicplay	
Value	data entry 100	Forma Date		Display 09/04/1900	
Formula	100			00:00:00	
	100	Scientific		1.00E+02	
	100	Roman (function) C			







Lesson 9	Study Module 5: Working with numbers and charts (1/3)	Time
	Formatting cells	5 mins
	Formatting cells Write the number 45.27 on the board. Ask students what formats they could apply. Use section Formatting cells on page 4 to illustrate some of the possible formats. Extend formatting of Number to Alignment, Font, Border and Patterns - students can explore Protection as part of their homework. Format Cells Vumber Alignment Font Border Patterns Protection Category: General Number Currency Accounting Date Fraction Scientific Text Special Custom Date formats display date and time serial numbers as date values. Except for with the operating system.	5 mins
	OK Cancel	
	Formulas and functions	15 mins
	Remind students of the formula used in puzzle 1 to multiply ten by ten (=A1*A2). Check that they know about + for additions, - for subtractions, / for divisions.	
	Tell them that spreadsheets have a range of ready-made formulas for users to choose from. Using them is (a) more efficient (saves time), and (b) reduces the risk of making mistakes when typing in a formula from scratch.	
	Illustrate the two points by asking students how often they would have to enter the + symbol to add togther the points of 100 members in the Loyalty Card Scheme. Explain that the Function SUM is much better as it adds up all points between the first and last member. The first and last cell set the range over which the function works. Use the table on top of page 4 to introduce Functions AVERAGE, COUNT, MAX and MIN.	



Lesson 9	Study Module 5: Working with numbers and charts (1/3)	Time
	Ask students to open digital asset SB4.1.1, the Loyalty Card Scheme spreadsheet and demonstrate the use of the SUM function. Show them how they can switch between data-view and formula-view by using Ctrl + ` (to the left of the number key 1).	
	Ask students on which fields it would not make any sense to use the SUM function (all pure text fields, text-number fields like postcodes and number fields such as telephone numbers).	
	Tell students they need to find the number of entries, the total, average, highest and lowest entries in (a) the Points and then (b) in CashValue fields. Can they suggest a way so that they do not have to do the work twice? If students do not know how to copy a formula, give them a brief demonstration.	
	Extension: LOOKUP Function - see page 5	
	Relative and absolute cell references	20 mins
	Introduce <b>Skill Builder 5.4</b> as a challenge to create a flexible times table. Tell students to work in pairs. When the first pair has used the \$ sign for the necessary absolute reference, stop the class. Through discussion of this example ensure that students understand the difference between relative and absolute cell references and how they are entered into a spreadsheet.	
	Remind students of their work on the Loyalty Card Scheme spreadsheet earlier in the lesson. Ask them to describe the outcomes if they had used absolute cell references in the functions under Points and then copied the Function across to CashValue.	
	Tell students to continue with Skill Builder 5.4.	
	Plenary	5 mins
	Remind students of the learning objectives and recap on what they have learnt in this lesson.	
	Recap how students protected files in Lessons 2 and 3 and introduce the homework:	
Homework	Ask students to:	40 mins
	<ul> <li>create a simple spreadsheet and find ways to protect it</li> <li>complete Skill Builder 5.2.</li> </ul>	



	tudy Mo	dule 5:	Working w	ith numbers a	nd ch	arts (1/	/3)
E	xtensio	<u></u>					
Г	ell stude	ents vou	have one r	iece of inform	ation	about a	ì
				one. Introduce			1
							tho
				nd linked infor	matic	JII. Use	the
"	mages as	mustra	LIONS.				
L	.9.8-LOC	<b>KUP</b>					
	A	D	F	G H Postco Telephone	Dointo		K
1	Card number 115000	Barker	Town LLANBEDR	NP8 4M 077 2601 1894		£31.13	14-Feb-08
3		Porter	DALBLAIR	KA18 8 079 3091 0649			12/12/2009
4		King	DWYGYFYLCHI	LL34 3>079 3632 2915			28/08/2008
5	134116	Murray Whitehouse	WAUNCLYNDA	SA19 91079 5299 1386 NG15 6 078 5174 8205		£93.63	19-Jan-08 19-Jul-10
7	Have in:	Myers	UPTON	TQ7 8T Look-up in:	751		27-Sep-07
8	143974	Atkinson	FINEDON	NN9 N 078 6100 8361		£100.00	01-Dec-07
5		Pope		MNR17 5 070 2300 1228		£75.13	
1		Gray Graham	Look-up in:	LN6 0M 070 1804 6924 WV10 0079 7078 5708	im :	£10.00 £35.38	
1		Harris	LONDON	E10 3L(077 3072 0540		£35.36 £73.13	
1	3 176528	Sutton	SANDHILLS	GU8 5K 079 7036 6645		£43.13	30-Jan-09
1		Bredley Have in:	WHEEN	DD8 2S 070 0753 4393		Look-up	05/03/2008
1		Have in:	HALMER END	ST7 4YI079 2875 9430		004 AC	26-Oct-07
1		Scott McLean		SG9 2N 079 4040 9507 EX17 21070 5308 7244	735 380	£91.88 £47.50	15-Oct-07 08-Jan-10
1		O'Connor	BRAEMORE	KW6 00079 0365 5987			09/11/2008
1		Turnbull		ESG19807814226447		£66.50	
2		Whitehead	SOUNDWELL	BS16 7,079 3937 2785		£52.38	25-Apr-08
2	and the second se	Allen Gough	BURLEYDAM KILLOCHYETT	SY13 01070 2297 1356 TD1 0J/078 8554 0640			05/02/2010 01/11/2009
3 4 5	129887 134116		DWYGYFYLCHI I WAUNCLYNDA	(A18 8(079 3091 0649 L34 3X079 3632 2915 SA19 9(079 5299 1386			
6		Whitehouse Myers		NG15 6 078 5174 8205	Have	Card Number 14397	
8		Atkinson		N9 1W078 6100 8361	Look	-up tel no in co	-
S	174092	Function Arguments	OLD BUCKENHAM	28		A2:A101,H2:H	
1		LOOKUP		24			
1	1/0080	Lookup_value M7					
		Lookup_vector A2					
1	2 176442 3 176528	Lookup_vector A2 Result_vector H2	A101	115000;126382;12         48           1 = (*077 2601 1894";*0         45			
1	2 176442 3 176528 4 178771	Result_vector H2	A101 H101	115000; 126382; 12         48           = (*077 2601 1894"; *0         45           = *078 6100 8361*         93			
1 1 1 1	2 176442 3 176528 4 178771 6 179208	Result_vector H2	A101	-         (115000);126382;12         48           -         (1077 2601 1894')'0         45           -         1078 6100 8361'         93           or from an array. Provided for         80			
1	2 176442 3 176528 4 178771 6 179208 6 179215	Result_vector H2 Looks up a value either backward compatibility. Result_vector is a	A 101 H101 from a one-row or one-column range range that contains only one row or	-         (115000);126382;12         48           -         (1077 2601 1894')'0         45           -         1078 6100 8361'         93           or from an array. Provided for         80			
1 1 1 1 1 1 1 1 1	2         176442           3         176528           4         178771           6         179208           6         179215           7         179218           8         179375	Result_vector H2 Loois up a value either backward compatibility. Result_vector is a Loo	A 101 H101 from a one-row or one-column range range that contains only one row or up_vector.	-         115000; 126382; 12         48           -         077 2601 18947; 10         45           -         1078 6100 8361"         93           or from an array. Provided for         30           7         7			
1 1 5 1 1 1 1 1 1 1	2         176442           3         176528           4         178771           6         179208           6         179215           7         179218           8         179375           9         179863	Result_vector H2 Looks up a value either backward compatibility. Result_vector is a Loo	A 101 H101 from a one-row or one-column range range that contains only one row or				
1 1 1 1 1 1 1 1 1	2 176442 3 176528 4 178771 5 179208 6 179215 7 179218 8 179375 9 179863 0 179950	Result_vector 112 Looks up a value either backword compatibility. Result_vector is a Loo Formula result = Help on this function	A 101 H101 from a one-row or one-column range trange that contains only one row or up_vector. 078 6100 8361	- (115000) 124382; 12     - (1572 261 1594')     - (7072 261 1594')     - (7072 261 1594')     - (7074 510 836 1'     - (707 4500 836 1'     - (707     - (707 4500 836 1'     - (707     - (707 4500 836 1'     - (707     - (707 4500 836 1'     - (707     - (707 4500 836 1'     - (707     - (707 4500 836 1'     - (707     - (707 4500 836 1'     - (707     - (707 4500 836 1'     - (707 4500 836 1'     - (707 4500 836 1'     - (707 4500 836 1'     - (707 4500 836 1'     - (707 4500 836 1'     - (707 4500 836 1'     - (707 4500 836 1'     - (707 4500 836 1'     - (707 4500 836 1')     - (707 450 836 1')     - (707 450 836 1			
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1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 2 2 2 2 2	2 176442 3 176528 4 178771 5 179208 6 179215 7 179218 8 179375 9 179863 0 179950 1 180210 9.10-LC A	Result_vector 112 Loois up a value ether backward compatibility. Result_vector's a Loo Pormula result = tele on this function POCKUP-r D Barker	A101 H101 from a one-row or one-column range range that contains only one row or upg_vector. 078 6100 8361 BURLET DAIM CSULT ESULT	G H     VP8 4M 077 2601 1894		М	
	2 176442 3 176528 4 178771 5 179208 5 179215 7 179218 8 179935 9 179863 0 179950 1 180210 	Result_vector in 2 Looks up a value ether backword compatibility. Result_vector in a rormula result = tebb on this function PORUDP-IT D Barker Porter	A101 H101 from a one-row or one-column range range that contains only one row or upg_vector. 078 6100 8361 BURLET DAIM CSULT CANBEDR LLANBEDR DALBLAIR	■         - (115000;124382;12         48           ■         - (107226111894*)*0         45           =         - (70726111894*)*0         45           =         - (70761008361'         93           of from an array. Provided for         50         77           column, the same size as         44         77           CK         Cancel         35           STIT3 06070 2297 13556         35           G         H           PR8 4M077 2601 1894         454           KA18 8(079 3091 0649         93		M	
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1 1 1 1 1 1 1 1 1 1 1 1 1 2 2 2 2 2 2 3	2 176442 3 176528 4 178771 5 179208 6 179215 7 179218 8 179375 9 179663 0 179950 1 180210 <b>9.10-LO</b> <b>4</b> 115000 126382 129887 134116	Result_vector in 2 Looks up a value ether backward compatibility. Result_vector in a rormula result = tabe on this function Attien D Barker Porter King	A101 H101 H101 from a one-row or one-column range from a one-row or one-column range that contains only one row or up_vector. 078 e100 8361 BURLET DAIM E LLANBEDR I DALBLAIR I DALBLAIR I WAUNCLYNDA	■         - (115000;124382;12         48           ■         - (107226111894*)*0         45           =         - (70726111894*)*0         45           =         - (70761008361'         93           of from an array. Provided for         50         77           column, the same size as         44         77           CK         Cancel         35           STIT3 06070 2297 13556         35           G         H           PR8 4M077 2601 1894         454           KA18 8(079 3091 0649         93	L	M	in Coumn A
1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	2 176442 3 176528 4 178771 5 179208 5 179215 7 179218 8 179375 9 179863 0 179950 1 180210 <b></b>	Result_vector in 2 Looks up a value ether backword compatibility. Result_vector in a too rormula result = teb on this function Atten OKUP-r D Barker Porter King Murray Whitehouse Myers	A101 H101 H101 H101 from a one-row or one-column range range that contains anly one row or up_vector. 078 6100 8361 BURLET DAIM E BURLET DAIM E LLANBEDR I DALBLAIR DWYGYFYLCHI U WAUNCLYNDA U UPTON I I	G         H           G         H           G         H           G         H           G         H           G         H           F         45           G         H           G         H           G         H           HP8         4M 077           2601         1894           A         30           G         H           HP8         4M 077           A         30           A         30           A         30           B         189           A         30           A         30           B         189           A         30           B         189           A         30           B         100           B         100           B         190           B         180           B         170           B         180           B         180           B         170           B         170           B         170		Card Number 14397	4
1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	2 176442 3 176528 4 178771 5 179208 6 179215 7 179218 8 179375 9 179663 0 179950 1 180210 <b>9.10-LC</b> <b>A</b> 115000 1 28382 129887 134116 136988 142424 143974	Result_vector in 2 Looks up a value ether backword compatibility. Result_vector in a formula result = tabe on this function Attien D Barker Porter King Murray Whitehousee Myers Atkinson	A101 H101 H101 H101 from a one-row or one-column range frange that contains only one row or up_ynettor. 078 9100 8361 BURLET DAIM F LLANBEDR DALBLAIR F DALBLAIR F DWYGYFYLCHI L WYUGYFYLCHI L WUNCLYNDA LINBY F FINEDON F	G         H         48           - (107280118947)0         45           - 07280118947)0         45           - 07361008361         93           or from an array. Provided for         50           control and array. Provided for         77           column, the same size as         44           PR         4M 077 2601 1894           VP8 4M 077 2601 1894         45           VP8 4M 077 2601 1894         44           CK         Cancel           JS 5         55           CT 30 0070 2297 1056         56           G         H           VP8 4M 077 2601 1894           CA18 8/079 3091 0649           L34 3> 079 3632 2915           SA19 9/079 5299 1386           VG15 6/07 8 5174 8205           C07 8T 077 8014 5279           NN9 1W 078 6100 8881		Card Number 14397	4 olumn H
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