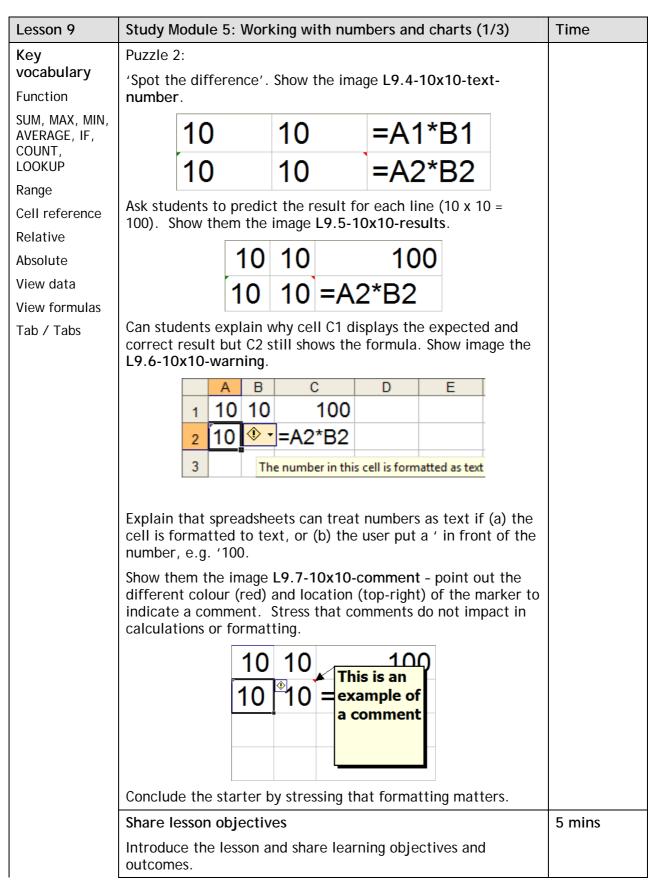


Lesson 9	Study Module 5: W	orking with nu	mbers a	nd charts (1/3)	Time
Lesson	In this lesson stude	nts are learning	g how to:		
objectives	• select and apply	appropriate fo	rmats		
	carry out calcula	ations with rela	tive and	absolute references	
Learning	At the end of the le	esson students	will be at	ole to:	
outcomes	• display numbers	and text in app	propriate	formats	
	 enter formulas u 				
	 use functions SU 				
	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		Displa 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 Skill Builder 5.4 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
	 create a simple spreadsheet and find ways to protect it complete Skill Builder 5.2. 	



	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
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"	mages as	mustra	LIONS.				
L	.9.8-LOC	KUP					
	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	
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