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**Subject: ICT**

**Year: 10 & XB (Year 10)**

**Term: Autumn 1**

**Greenwood School Curriculum Summary**

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| **Lesson name** | **Lesson outline** | **Online link(s)**  | **Other Resources** |
| Functional Skills Excel: Introduction | This lesson introduces you to spreadsheets and why spreadsheets are useful. You will learn how to navigate a spreadsheet via its rows and columns, and become familiar with the cell referencing system. You will locate and select ranges of cells and change cells’ background colour and border properties. | <https://classroom.thenational.academy/lessons/getting-to-know-a-spreadsheet-61k3jd><https://www.bbc.co.uk/bitesize/guides/znjmn39/revision/1> | [Open source office download](https://www.libreoffice.org/)  |
| Functional Skills Excel: Basic Calculations | In this lesson, you will practise entering text into cells of a spreadsheet and then learn how to perform calculations on the data using basic formulas and cell references. You will learn how to use the autofill tool to duplicate cells and continue a linear pattern, and then combine the autofill tool with basic formulas to quickly populate a results column with calculations. | <https://classroom.thenational.academy/lessons/quick-calculations-ccrk2d> | [Open source office download](https://www.libreoffice.org/) |
| Functional Skills Excel: Functions | In this lesson, you will be introduced to four functions: SUM, MAX, MIN, and COUNTA. Functions allow you to very quickly calculate results. The functions covered in this lesson are used to calculate totals, find the maximum and minimum values in a range, and count populated (i.e. non-blank) cells. | <https://classroom.thenational.academy/lessons/become-a-data-master-74vp2d> | [Open source office download](https://www.libreoffice.org/) |
| Functional Skills Excel: Advanced Functions | This lesson will introduce you to three more functions — COUNTIF, AVERAGE, and IF — and to how they can sort and filter a spreadsheet. You will work on a larger data set to get a feel for analysing real-world data using spreadsheets. | <https://classroom.thenational.academy/lessons/level-up-your-data-skills-70up6t> | [Open source office download](https://www.libreoffice.org/) |
| Functional Skills Excel:Conditional Formatting | In this lesson, you will learn how to use conditional formatting, where the appearance of a cell changes automatically depending on the data it contains, according to rules you set.  | <https://classroom.thenational.academy/lessons/conditional-formatting-6dj3ec> | [Open source office download](https://www.libreoffice.org/) |