

## Year 7 ICT

### Learning Programme 3

The LORIC skill focus for this LP is: RESILIENCE The values for this LP are RESPECT and JUSTICE Respect - treat others how you would wish to be treated yourself. Justice - our College rules are fair and reasonable	<b>Literacy Non-Negotiables:</b> <ul style="list-style-type: none"> <li>Capital letters must be used at the start of sentences and for the first letter of proper nouns</li> <li>Full stops must be used at the end of a sentence</li> <li>Question marks must be used at the end of a question</li> <li>Apostrophes should only be used for possession or omission</li> <li>Days of the week and months must be spelled correctly</li> <li>Key words must be spelled correctly</li> <li>Vocabulary to be taught using the Frayer model</li> </ul>
<b>What will I be learning about in this Learning Programme?</b> This LP will take you from having very little knowledge of spreadsheets to being able to confidently model data with a spreadsheet. You will go from using basic formulas to writing your own COUNTIF statements.	
<b>Where have I seen this learning before?</b> Students will use any prior knowledge they have from KS2	
<b>What could I use it for?</b> This LP will give you a good set of skills that you can use in computing lessons and in other subject areas such as maths.	

In LP3.1, I will know:	05/01/26 - (WK 2)	Frayer Model Words	Homework
how to identify columns, rows, cells, and cell references in spreadsheet software; how to use formatting techniques in a spreadsheet; how to create images using formatting.		Cell	Create flash cards or a mind map with the key terms and definitions from your knowledge organiser
In LP3.2, I will know:	12/01/26 - (WK 1)	Frayer Model Words	Homework
how to use basic formulas with cell references to perform calculations in a spreadsheet (+, -, *, /); how to use the autofill tool to replicate cell data; how to demonstrate the autofill tool.		Autofill	
In LP3.3, I will know:	19/01/26 - (WK 2)	Frayer Model Words	Homework
how to explain the difference between data and information; how to explain the difference between primary and secondary sources of data; how to collect data.		Information	Write a paragraph explaining the difference between information and data. Give examples in your answer.
In LP3.4, I will know:	26/01/26 - (WK 1)	Frayer Model Words	Homework
how to analyse data; how to create appropriate charts in a spreadsheet; how to adapt charts in a spreadsheet.  Extended Task.		Data	
In LP3.5, I will know:	02/02/26 - (WK 2)	Frayer Model Words	Homework
how to use the functions SUM, COUNTA, MAX, and MIN in a spreadsheet; how to demonstrate effectively the different functions; how to check for errors in your functions.		Function	Explain what each of the functions do
In LP3.6, I will know:	09/02/26 - (WK 1)	Frayer Model Words	Homework
how to use a spreadsheet to sort and filter data; how to demonstrate effectively the sort and filter; how to apply the tools to a given scenario.		Filter	
LP3 RLW, I will:	23/02/26 - (WK 2)	Frayer Model Words	Homework
review my learning, recalling and applying key knowledge, and focus on closing any gaps in my knowledge.			
In LP3.7, I will know:	02/03/26 - (WK 1)	Frayer Model Words	Homework
how to use conditional formatting in a spreadsheet; how to demonstrate effectively conditional formatting in a spreadsheet; how to apply all of the spreadsheet skills covered in this unit.  Extended Task.		Conditional Formatting	Give an example of where a school may use conditional formatting
Resources to support learning:			
Microsoft Teams, BBC Bitesize			
FFET Award Challenge for this Learning Programme:			
Research the benefits of using Excel spreadsheets to a business. Produce an informative sheet/poster/slide about this			


 PRT Task 1


 PRT Task 2