





Subject: Computing		Year group: 4 Term: Autumn 2		Title: Introduction to Microsoft Excel															
<div>What should I know?</div> <div><ul style="list-style-type: none">How to keep passwords and personal data safeHow to recognise acceptable behaviourHow to recognise unacceptable behaviourThat IT can be used to sort items and informationThat IT can be used to create and display charts and graphsThat IT can be used to add to and change charts and graphs quite easilyThat unless data has been entered accurately it cannot be used to provide correct answers to questions</div> <div><table><tr><th>Favourite Animal</th><th>Number of Children</th></tr><tr><td>Dog</td><td>10</td></tr><tr><td>Cat</td><td>8</td></tr><tr><td>Snake</td><td>2</td></tr><tr><td>Bear</td><td>4</td></tr><tr><td>Horse</td><td>6</td></tr><tr><td>Goose</td><td></td></tr></table></div>		Favourite Animal	Number of Children	Dog	10	Cat	8	Snake	2	Bear	4	Horse	6	Goose		<div>Facts I will learn ...</div> <div><ul style="list-style-type: none">That there are different types of dataThe need to structure information properly in a databaseThe advantages and disadvantages of using IT to sort and classify informationTo recognise similarities and differences between ICT and paper-based systemsThe advantages of using IT to sort, interrogate and classify informationHow Excel is used in the outside world.That online actions can impact on other people.That it is important to think carefully about content posted online and how my actions may affect others online</div> <div></div>		<div>Key questions ...</div> <div><ul style="list-style-type: none">What are the different types of data?What are the advantages of using IT to sort, interrogate and classify information?What data should I collect to answer my question?What is the best graph/chart to use to present my data?What are the differences between paper-based and ICT based systems for collecting and representing data?How can I report a concern about contact or content online?How can my online actions impact on other people?</div> <div></div>	
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<div>Key Skills...</div> <div><ul style="list-style-type: none">To create frequency diagrams, graphs and branching databases to answer questions</div>		<div>Experiences that school may provide:</div> <div><ul style="list-style-type: none">The opportunity to collect and present data to answer a question</div>		<div>Key vocab</div> <div><table><tr><td>Cell</td><td>A space on a spreadsheet where data can be inputted</td></tr></table></div>	Cell	A space on a spreadsheet where data can be inputted	<div>Definition</div>												
Cell	A space on a spreadsheet where data can be inputted																		

- To begin to identify what data should be collected to answer a specific question
- To collect data and enter it into a database under appropriate field headings
- To use a database to answer straightforward questions by searching, matching and ordering the contents of a single field
- To raise questions and translate them into search criteria that can be used to find answers to these questions
- To compare different charts and graphs, e.g. in tables, frequency diagrams, pictograms, bar charts, databases or spreadsheets and understand that different ones are used for different purposes
- To select and use the most appropriate method to organise and present data
- To change the contents of cells in a pre-prepared spreadsheet and explore the consequences



Format	To edit and arrange data in a specific way
Reputation	The way you are portrayed either online or in person.
Record	Every item you put into your database is called a 'record'. Each record will have its own row with all the information you want to store about it.
Field	The columns of the table are called 'fields'.
Database	A database is a computerised system that makes it easy to search, select and store information.
Classify	Arrange information in categories based on shared qualities and characteristics

Web links

<https://www.mathsisfun.com/data/data-graph.php>

<https://www.childline.org.uk/info-advice/bullying-abuse-safety/online-mobile-safety/staying-safe-online/>

Experiences that could be provided at home...

- Raise simple questions about a topic/interest and collect data to answer this question
- Present data in a paper graph or chart or using computing graphing software