Year group: 9	Term: 1	Unit duration: 6	Number of lessons: 9	Unit title: Spreadsheets Databases

Assessment outcome: To be able to create spreadsheets and databases to store, manipulate and present data.	Fertile question? How can we use software to manage large quantities of data?

Key skills/concepts/knowledge that students should cover	Start RAG	End RAG	Literacy. Key vocabulary/subject terminology that students should cover
What is a spreadsheet? **How do we use Microsoft Excel and Google Sheets?** **Presenting data in a spreadsheet** **Using functions and formulas in a spreadsheet.** **What is a database?** **How do we use Microsoft Access?** **Presenting data in a database** **Flat file and relational databases** **How to find and manipulate data in a database**			1. **Cell, Cell name, Cell reference** 2. **Data** 3. **Enter** 4. **Fill** 5. **Find** 6. **Formula** 7. **Function** 8. **Range** 9. **Row** 10. **Tabs** 11. **Workbook** 12. **Worksheets**

Stretch. Key skills/concepts/knowledge that students should cover		Suggested materials teachers could/should use
To create a spreadsheet or database that will display data to present it in a pie chart, line graph or other graphical styles.		**TeachICT** **Computer Science Powerpoints/Worksheets**
		Key home learning tasks students should complete Create a spreadsheet of information about a personal interest such as movies or tv shows.