



{ Autumn }

Digital Literacy



## ICT - Year 8

Topic: Digital Tools for Business

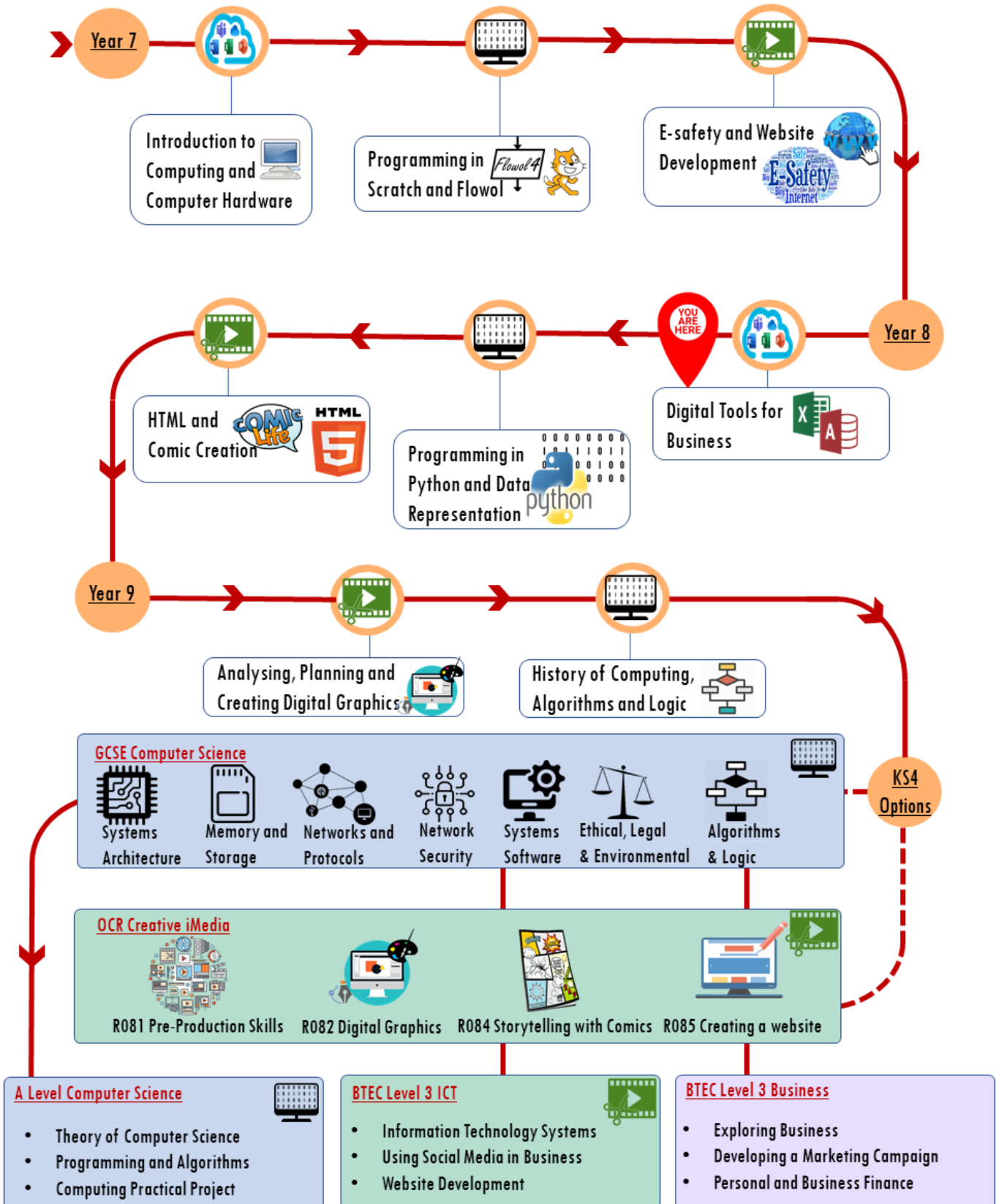
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# ICT, Business and Computer Science

## Curriculum Pathway

Digital Literacy Computer Science ICT Creativity





KNOWLEDGE ORGANISER	
BIG IDEA: Digital Literacy	
TOPIC: Digital Tools for Business	
<b>Key Word</b>	<b>Definition</b>
<b>Business</b>	A particular company that buys and sells goods and services
<b>Database</b>	A database is a collection of data or information which is stored in a sensible (logical) way
<b>Query</b>	A question... that requests information..
<b>Formula</b>	All must BEGIN with an EQUAL SIGN (=). They are used to calculate results
<b>Graph</b>	A visual representation of the data in the spreadsheet. E.g PIE chart, line chart, bar chart
<b>Conditional Formatting</b>	Where the values following a rule are highlighted
<b>Function</b>	Where you can calculate the total, average, highest and lowest value

### Spreadsheet Key terms

**Worksheet**

**Row**

**Column**

**Cell**

**Font Style**

**Borders**

**Font Size**

**Cell Colour**

**Font Colour**

Click and drag between rows or columns to adjust height or width.

Click on a row or column heading to highlight entire row or column.

Note: The exact look may change in different versions of the software.

### Formula Help

**Average**  
=AVERAGE(A1:A2)

**Max**  
=MAX(B2:B5)

**Sum**  
=SUM(A1:J1)

**Add**  
=A1+A2

**Subtract**  
=A1-A2

**Multiply**  
=A1\*A2

**Divide**  
=A1/A2

### Databases - Creating a query

- 1 Click Create
- 2 Click Query Design
- 3 Select Subjects and then Click Add
- 4 Click Close
- 5 Double click Name, Surname etc. to add it to the query
- 6 You are now ready to make your query!

### Database key terms

This is called a **Field**. It is a column for specific information. Such as Customer Name, Age, Date of Birth etc....

This is called a **Table** it is where all of your information is going to be stored.

This is called a **Record**. It is all the information for 1 product in a row. For example all the information about 1 of your customers.

Category	Name	Model	Year	Weight	Velocity	Frequency	Power
Electric	110Watt	200	2005	5.0000 l/min			
AQUARIUM	Hydro	200	2005	5.0000 l/min			
AQUARIUM	Hydro	200	2005	5.0000 l/min			
AQUARIUM	Hydro	200	2005	5.0000 l/min			
AQUARIUM	Hydro	200	2005	5.0000 l/min			
AQUARIUM	Hydro	200	2005	5.0000 l/min			

- Business Plan – Key elements:
- ✓ **An idea** (What is the idea? What makes it different than existing products? What is its unique selling point? Product / Service – A description of what the business is offering.)
  - ✓ **Mission/ aims** (states the goal of the business )
  - ✓ **Product/ service list** (a list of products/ services you offer and their prices)
  - ✓ **Rivals** (Who will your main competitors be? How long have they been established? Where do they operate?)
  - ✓ **Target audience** (Who will your target audience be? Consider age, gender, location etc)
  - ✓ **Marketing** (How are you going to advertise and market your product)



## Lesson 1: Introduction to Business

**Objective:** Understand the basics of business and how to create a professional presentation for a purpose

**DO NOW:** Which is the odd one out? Profit, Income, Wages or Stock.

Profit means...

Revenue means...

Wages means...

Stock means...

The odd one out is...

**Task 1:** What is a business

1. What is a business? Provide at least three examples of businesses of your own.

2. What is the difference between a product-based or service-based business? Provide an example for each

Product based business



Service based business

**Task 2:** Creating a business plan presentation

Your presentation needs to have a minimum of 6 pages:

- ✓ **My idea** (What is my idea? What makes it different than existing products? What is its unique selling point? Product / Service – A description of what the business is offering.)
- ✓ **Mission/ aims** (states the goal of the business )
- ✓ **Product/ service list** (a list of products/ services you offer and their prices)
- ✓ **Rivals** (Who will your main competitors be? How long have they been established? Where do they operate? )
- ✓ **Target audience** (Who will your target audience be? Consider age, gender, location etc)
- ✓ **Marketing** (How are you going to advertise and market your product?)

**Plenary:** True or False Recall

Statement	True or False?
A service-based business sells physical products	
An entrepreneur always makes a profit with their business	
Primark is an example of a product-based business	
Profit = Total Expenses – Total Revenue	
A business plan is a formal written document containing the goals of a business	



## Lesson 2: Creating a Professional Presentation for a Business

Objective: Understand the basics of business and how to create a professional presentation for a purpose

**DO NOW:** What makes a good presentation? Give 5 things you should do to create an effective presentation

Think about when you might have had to make Powerpoints in the past and ones that you see on a daily basis (i.e the ones your teacher makes)

1	
2	
3	
4	
5	

**Task:** Creating a business plan presentation

Your presentation needs to have a minimum of 6 pages:

- ✓ **My idea** (What is my idea? What makes it different than existing products? What is its unique selling point? Product / Service – A description of what the business is offering.)
- ✓ **Mission/ aims** (states the goal of the business )
- ✓ **Product/ service list** (a list of products/ services you offer and their prices)
- ✓ **Rivals** (Who will your main competitors be? How long have they been established? Where do they operate? )
- ✓ **Target audience** (Who will your target audience be? Consider age, gender, location etc)
- ✓ **Marketing** (How are you going to advertise and market your product?)

**Extension task:** On your PC , create a key term dictionary and include research on the following terms: Consumer, Customer, Service, Goods, Market, Supplier, Producer, and Retailer.



## Lesson 3: Database Basics

Objective: Understand how data is stored and how to create a database

**DO NOW:** What is a database?

Where have you heard the word 'database'? What do you think it means?

Split the word into 'data' and 'base' to help you.

What do you know about the word 'data'?

Write a definition of a database below

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### **Task 1:** Records and Fields

A record is... \_\_\_\_\_

A field is... \_\_\_\_\_



Label examples of a record and a field in each database example below

Field	Value
Country Name	Spain
Area	505,990 km <sup>2</sup>
Population	46439864
Language	Spanish
Flag	
Currency	Euro

Can you think of another field that could be added to this database?

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Country Name	Area (km <sup>2</sup> ) ↓	Population	Language	Flag	Currency
Russia	17,098,242	144192448	Russian		Russian ruble
Canada	9,980,000	35985752	English/French		Canadian Dollar
United States	9,857,306	322369312	English		United States Dollar
China	9,596,961	1376049024	Chinese		Renminbi
Brazil	8,515,767	205338000	Portuguese		Real

Can you think of another field that could be added to this database?

\_\_\_\_\_

### **Task 2:** Using a database

Question 1 \_\_\_\_\_

Answer 1 \_\_\_\_\_

Which fields did you use to answer the question and why?

\_\_\_\_\_  
\_\_\_\_\_

Question 2 \_\_\_\_\_

Answer 2 \_\_\_\_\_

Which fields did you use to answer the question and why?

\_\_\_\_\_  
\_\_\_\_\_



A guide for this can be found in:  
K:\ICT\Year 8\Digital Literacy \

### 3. Database basics - How to setup a database

**Task 3:** Creating your customer database  
You now need to begin creating your data

You should begin with the fields: Name, Age, City, Phone Number, VIP Member. You want to aim to have 20 customers in your database

### Plenary: Database terminology recap

This is called a column.  
It is a column for specific information. Such as Customer Name, Age, Date of Birth etc...

This is called a table it is where all of your information is going to be stored.

Registration	Make	Model	Year	Mileage	Net Selling Price	Transmission	Do
AV60HES	Peugot	1.0 Urban	2010	33156	£5,400.00	Manual	
AX11UHY	Toyota	Aygo	2011	26875	£5,200.00	Manual	
BH61LWZ	Hyundai	I10 1.2	2011	1741		0 Manual	
CF11YHK	Peugot	207	2011	35			
FF11CT7	Peugot	107	2011	50			

This is called a row. It is all the information for 1 product in a row. For example all the information about 1 of your customers.



## Lesson 4: Database Queries

**Objective:** Use criteria to find information in a database and create and save queries to find information

**DO NOW:** Database Fields Recap

Give 3 fields that would be included in a database for a pet store

1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_

**Task 1:** Queries on the Titanic Database

**Open 4. Database Queries - Titanic Database**

How many people were in Third class on board?

\_\_\_\_\_

How many people survived?

\_\_\_\_\_

How many females were on board?

\_\_\_\_\_

Use the 'AND' tool in the Titanic database to answer the following questions:  
How many males were in First class?

\_\_\_\_\_

How many females died?

\_\_\_\_\_

How many females boarded in Belfast?

\_\_\_\_\_

How many males under ten years old were on board?

\_\_\_\_\_

Use the 'OR' tool in the Titanic database to answer the following questions:  
How many people boarded at Belfast or Queenstown?

\_\_\_\_\_

How many of the passengers were under 18 or over 70?

\_\_\_\_\_

Who was the oldest person in First or Second class?

\_\_\_\_\_

Who was the oldest person out of people who boarded at Southampton or Cherbourg?

\_\_\_\_\_



**Task 2:** Creating queries on your database

Open your customer database from last lesson

**(4. Database Queries -Premade CustomerDB** available if you can't find yours)

Create a query that:

1. Finds every customer that lives in Sheffield
2. Shows only VIP members AND are from Rotherham (or other city in your database)
3. Shows members from Rotherham OR from Sheffield



Need help? **4. Database Queries - How to create a query**

**Plenary:** Database Recall Quiz

Meadowhead School uses a database to store details of all the students in the school.

1. Give four fields that could be used in this database.


2. Suggest two ways in which the school database might be used.


3. Mrs Patterson wants to search the database to get the records of all the girls in Year 7. Write a query that could be used to extract the correct records.

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4. Mrs Patterson wants to search the database to get the records of all the pupils in Year 7 or Year 8. Write a query that could be used to extract the correct records.

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## Lesson 5: Reports and Forms

**Objective:** Create database reports and forms to provide a user-friendly way of displaying data

Follow the instructions below on how to create a form and a report. Then complete the tasks on the next page.

1. Open your customers table

2. Click create -> Form Wizard

4. Change to Design View

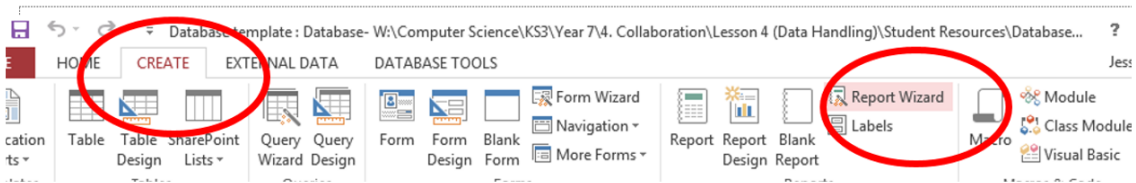
3. Click the double arrow  
Then click Next then Finish

5. Add 5 buttons to the form – to go to next, previous, add a new record, delete a record and close the form

6. Change the style of your labels/ boxes/ backgrounds so it looks professional



7. Do the same thing for a report - this time open a query you have made and create a report for that



## Task:

1. Create a form
  - a) Add buttons
  - b) Change the background colour
  - c) Change the text colours and fonts
  - d) Set the title style and font
2. Create a report from a query
  - a) Change the text colours and background colours
3. Create a second table for 'products' – it must have 5 fields and 10 products – you can use the spreadsheet you made earlier
4. Create a form for the products table
5. Create a query for the products showing all items with less than 5 items in stock
6. Create a report for this query
7. Create a logo for the company and add it to the forms

**Extension:** Think about what other tables a company database might need – maybe a purchases table? Make whichever tables you think are appropriate.



## Lesson 6: Business Mini Project

**Objective:** Complete a mini project to assess our understanding of business and databases

**Task:** Business Presentation

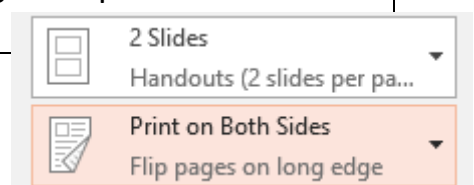
So far you have made a presentation that should have included the following:

- **My idea** (What is my idea? What makes it different than existing products? What is its unique selling point? Product / Service – A description of what the business is offering.)
- **Mission/ aims** (states the goal of the business)
- **Product/ service list** (a list of products/ services you offer and their prices)
- **Rivals** (Who will your main competitors be? How long have they been established? Where do they operate? )
- **Target audience** (Who will your target audience be? Consider age, gender, location etc)
- **Marketing** (How are you going to advertise and market your product?)

You also need to add slides with the following:

- A slide titled "Customer Database" with a screen print of your customer database
- A slide titled "Queries" with a screen print of two queries:
  - A query that finds every customer who is older than 16
  - A query that finds customers who live in Sheffield OR Rotherham
- A slide titled "Database Questions" that answers the following in full sentences:
  - What is a service based business?
  - What is a database?
  - What would be 4 fields you could use for a Zoo's animal database?
  - What is a query?

When you have finished your PowerPoint, you should print it and stick it in your booklet on the next page. Print 2 slides to a page and print on both sides!





<Stick your Business & Databases PowerPoint in here>



# Mini Project PRIDE

Effort

1

2

3

4

## Strength



- You can make an effective, well-structured presentation
- You have made a business plan with the necessary information
- You have a thorough knowledge of database terminology
- You can design a database table with appropriate fields and example data
- You can perform queries on a database
- You can create reports and forms on your database
- You have a sound knowledge of business and database terminology

## Target



- Complete the missing sections on your business plan. Discuss \_\_\_\_\_
- Give three fields you would use in a database of school students and give examples of data
- Write two queries of your own for your database
- Research database reports and what they are used for
- Complete the questions/ correct your mistakes on the "Database Questions slide. Give the definition of the key word \_\_\_\_\_

## Presentation and SPaG



- Correct any missing capital letters
- Correct your spellings
- Add in missing full stops/ apostrophes
- The fonts are inappropriate for the scenario, pick two fonts that would be effective
- Your use of colour makes your project hard to read. Change the colours in your PowerPoint.

## Student Improvement:

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## Lesson 7: Introduction to Spreadsheets

**Objective:** Identify the key features of spreadsheets and create tables in Excel

**DO NOW:** Today you are going to create an inventory for your shop. In PowerPoint, create a list of items that your business is going to sell

**Task 1:** Identify the spreadsheet key terms

Item	Cost Price	Selling Price	Target Sales	Forecast Profit
StarCo Baseball Cap (Large)	£ 2.40	£ 8.50	2,000	
StarCo Baseball Cap (Medium)	£ 2.10	£ 8.50	500	
StarCo Baseball Cap (Small)	£ 2.00	£ 8.50	150	
StarCo Planet Rocks T-SHIRT	£ 3.00	£ 18.00	15,000	
StarCo Star T-SHIRT	£ 3.50	£ 18.00	2,000	
StarCo TNBT Series One Stars Poster	£ 1.75	£ 10.00	10,000	
TNBT Hoodie (ex Large)	£ 5.50	£ 25.00	500	
TNBT Hoodie (Large)	£ 5.00	£ 25.00	4,000	
TNBT Hoodie (Medium)	£ 5.00	£ 25.00	7,000	
TNBT Hoodie (Small)	£ 4.70	£ 20.00	2,000	
TNBT Red Black Logo Poster	£ 1.00	£ 7.00	6,000	
TNBT Red Black Logo T-SHIRT	£ 2.80	£ 18.00	12,000	
TNBT RU Ready? T-SHIRT	£ 2.60	£ 18.00	15,000	
TNBT StarCo Finalist Poster	£ 1.00	£ 7.00	9,000	



### Task 2: Creating a table

You now need to create a spreadsheet that will manage the inventory for your shop.

Open Excel and put the Column titles “Product name”, “Price”, “Number sold” and “Total”.

An example is shown below. You must create a similar table with a **minimum** of 10 products in your shop.

	A	B	C	D
1	Product Name	Price	Number sold	Total
2	Chocolate hearts	1	59	
3	Chocolate stars	2.5	77	

### Task 3: Creating a formula

Lets create your first formula

This formula will work out the total amount of profit your products have

	A	B	C	D
1	Product Name	Price	Number sold	Total
2	Chocolate hearts	1	59	=B2*C2
3	Chocolate stars	2.5	77	192.5
4	Chocolate egg	3	44	132
5	chocolate cake	6.5	34	221
6	Chocolate card	1	12	12

Add a total column

All formulas begin with equals

Click on the price cell for the product

The sign for multiplication is a star \* (shift and 8)

Click on the number sold cell for the product

Do this for all of the items in your table.

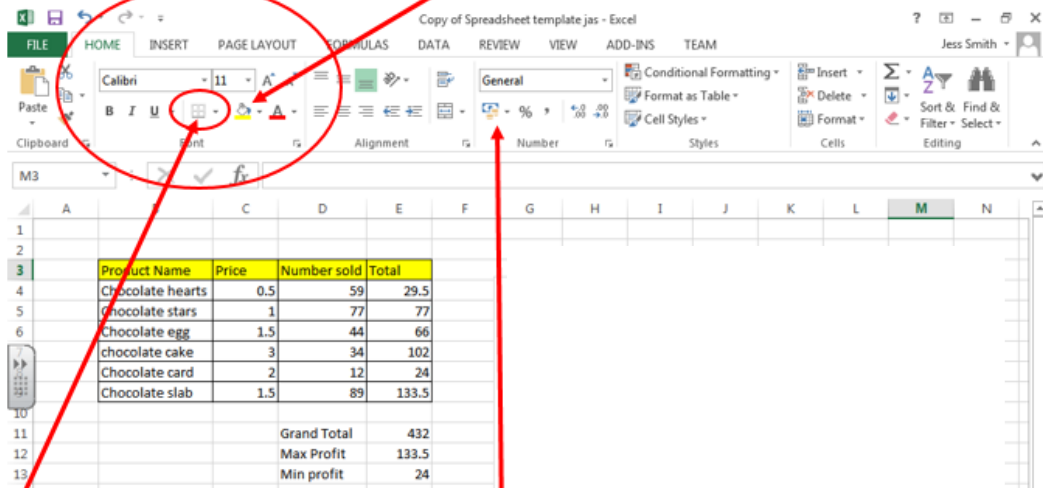


**Task 4:** Formatting your data.

You should now format your table appropriately. Use the guide below for assistance.

Change fonts, add colour to your fonts and use the Bold, italic and underline function here.

This is the fill tool, this will colour the cells.



Highlight your table and use this to add borders

Add currency to your cells by highlighting the cells and clicking this button here.

**Extension:** Open the “7. Introduction to Spreadsheets - Extension Susie’s Sweets” and fill in the missing formulas.

**Plenary:** Match the key terms

Key Term
Worksheet
Cell
Cell address
Active cell
Text
Value
Formula
Workbook

Definitions
Is a number that represents a quantity or an amount
All must BEGIN with an EQUAL SIGN (=). They are used to calculate results
Includes letters, numbers, symbols, and spaces
A file containing related worksheets
the current cell, indicated by a dark border
Is the intersection of a column and a row
A spreadsheet that contains formulas, functions, values, text, and visual aids
Identifies a cell by a column letter and a row number



## Lesson 8: Formulas & Functions

**Objective:** Understand the purposes of spreadsheet formulas and functions and how to use them.

### **Do Now:** Cell references Practice - Drawing Flags

#### Flag 1

Apply a **black** fill colour to the following cells:

- A1:F5

Hint: A1:A5 means cells 1 to 5 in column A

Apply a **red** fill colour to the following cells:

- A6:F10

Apply a **yellow** fill colour to the following cells:

- A11:F15

#### Flag 2

Apply a **blue** fill colour to the following cells:

- A21:B35

Leave the following cells **white**:

- C21:D35

Apply a **red** fill colour to the following cells:

- E21:F35

Finally, make the flag stand out by putting a border around it.

- Select all of the cells A21:F35 and apply a border around the outside only.
- Can you work out how to change the thickness of the border?

### **Task 1:** Formulas

Open the spreadsheet titled **8. Formulas and Functions - Task 1 Formulas**. Fill in the missing formulas.

#### **Formula Help**

<b>Add</b>	=A1+A2
<b>Subtract</b>	=A1-A2
<b>Multiply</b>	=A1*A2
<b>Divide</b>	=A1/A2



### Task 2: Functions

Open the spreadsheet titled **8. Formulas and Functions - Task 2 Functions**. Fill in the missing functions.

### Functions Help

Average	=AVERAGE(A1:A2)
Max	=MAX(B2:B5)
Sum	=SUM(A1: J1)

### Task 3: DinoPark

Open the spreadsheet titled **8. Formulas and Functions - DinoPark**. You need to read the instructions carefully, completing any missing formulas and functions and answering the questions

Dinosaur	Cost per week to feed each dinosaur	Number of dinosaurs	Total cost per week for dinosaurs
T-Rex	£1,000	2	£2,000

There are 4 tabs at the bottom of the Excel window. There are exercises for you to complete on each of these.



**Extension:** Open the **8. Formulas and Functions - Extension PartyPlan** spreadsheet and complete the tables

### Plenary: Number operations

Enter the formulae in each column required to add, subtract, multiple and divide the two numbers

	A	B	C	D	E	F	G
1							
2	<u>Plenary: Number Operations</u>						
3							
4		<b>First Number</b>	<b>Second Number</b>	<b>Add</b>	<b>Subtract</b>	<b>Multiply</b>	<b>Divide</b>
5		10	2				



## Lesson 9: Charts and Graphs

**Objective:** Use appropriate charts and graphs to represent data

### DO NOW: Formulas Recap

	A	B	C	D
1	57	x	143	
2	544	÷	34	
3	229	+	798	
4	941	-	475	
5			Average :	

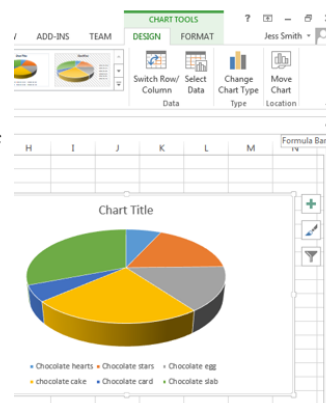
### How to create a chart/ graph

Product Name	Price	Number sold	Total
Chocolate hearts	0.5	59	29.5
Chocolate stars	1	77	77
Chocolate egg	1.5	44	66
chocolate cake	3	34	102
Chocolate card	2	12	24
Chocolate slab	1.5	89	133.5

1. Highlight the products name column
2. Hold Ctrl on your keyboard down
3. Highlight the next column you wish to have in your chart (I have done the total column)
4. Both columns should now be highlighted, you can let go of the Ctrl key but don't click anywhere!

Product Name	Price	Number sold	Total
Chocolate hearts	0.5	59	29.5
Chocolate stars	1	77	77
Chocolate egg	1.5	44	66
Chocolate cake	3	34	102
Chocolate card	2	12	24
Chocolate slab	1.5	89	133.5
	Grand Total	432	
	Max Profit	133.5	
	Min profit	24	

Select the insert tab at the top of the screen and select the chart you want...



You should now have a chart appear.

Give your chart a title.



**Task 1:** Creating graphs

Open the Excel document **9. Charts and Graphs - Task 1**

In this example you are told which graphs to add

Add the graphs and format them by putting the correct headings on etc.

There are 6 graphs for you to add, they are on different tabs of the spreadsheet as shown below.



**Task 2:** Creating graphs

Open the Excel document **9. Charts and Graphs - Task 2**

In this example you need to decide which graphs your think are the most appropriate for the data you have been given. You should try different graphs and see which are the most appropriate.

**Task 3:** Pictographs

Open the **9. Charts and Graphs - Creating a Pictograph** tutorial. Follow the instructions and create for yourself a Pictograph.

**Extension:** Create a 5 question survey about Mellors catering

- Ask 6 people **near** you the questions and put the data into an excel table
- Create graphs to display your results

**Plenary:** Choosing a graph

Which type of graph would you use for this data set and why?

1. Students were asked about their school meal choices, the results were:		<b><u>Which graph?</u></b>  _____
<b>Outgoings</b>	<b>Percentage</b>	
Packed Lunch	50%	<b><u>Why?</u></b>  _____
Hot main meal	18%	
Eat at break	2%	
Salad	20%	
Jacket Potato	10%	



## Lesson 10: Conditional formatting

**Objective:** Know what conditional formatting is and how to use it. Practice all of the skills learnt throughout this topic

### Do Now: Correct the Spreadsheet Mistakes

Look at the Spreadsheet below. There are a number of mistakes in the formulas and functions written, write the correct ones in.

	A	B	C	D	E	F
1	<b>Susie's Sweet Shop</b>					
2	<b>Monthly Accounts</b>					
3						
4	<b>Sweets</b>	<b>Buying price</b>	<b>Selling Price</b>	<b>Profit per item</b>	<b>Number sold</b>	<b>Total Profit for each item</b>
5	Mini Buttons	0.2	0.5	=B5-C5	7	=D5*E5
6	Cola Flavoured Pips	0.2	0.5	=C6-B6	10	=D6*C6
7	Chewy Sweet	0.1	0.3	=C7-B7	20	=D7*E7
8	Soft Mint	0.2	0.7	=C8-B8	43	=D8*C8
9					Monthly Profit	=SUM(F5:F8)
10					Average profit	=AVERAGE(F5:F8)
11					Lowest Profit	=MIN(F5:F8)
12					Highest Profit	=MAX(F6:F8)

### Task 1: Conditional formatting

Open the spreadsheet **10. Spreadsheet Conditional Formatting - Task 1** and complete the following:

- Write functions to calculate the average, max and minimum
- Write an if statement to work out if the students pass or fail e.g

**=IF(H15 > 60, "Pass", "Fail")**

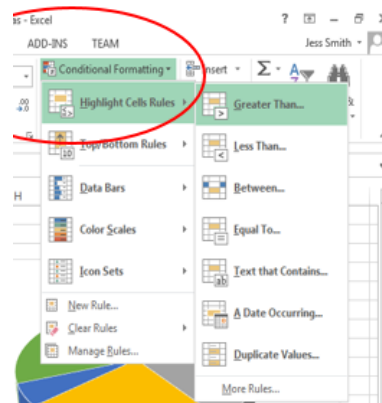
- Add sparklines. Click Insert, select "Line", then choose the data you want.

Student name	Test1	Test2	Test3	Average	Max	Min	Pass/ Fail	Sparklines
Reynalda Vanhooser	60	67	61	63		Pass		
Salley Rieger	55	62	57					
Cheryll Yurich	67	56	68					
Crista Viengxay	54	58	79					
Lino Sutulovich	47	53	81					
Galen Wendorf	68	65	41					
Gilbert Langarica	79	58	57					
Whitney Goossen	56	78	63					
Socorro Abrahams	63	75	69					
Mauricio Flam	78	71	71					
Phillip Aloj	73	68	55					



Add conditional formatting to the test scores

- **Smaller than 30**– Colour in red
- **Between 30 and 70** – colour in yellow
- **Greater than 100** – colour in green



1. Select the cell you want to format.
2. Click the conditional formatting icon and select the highlight cell rules option.
3. Select the greater than option.

### **Task 2:** Dream Bedroom

Over the next two weeks you will create a Spreadsheet to help you recap and revise the things you have learnt this half term. You have a budget of £2000 to spend on your dream bedroom and you are going to create a spreadsheet to help you plan your budget.

Your spreadsheet should:

- with 10 items
- It must have a **title** and your **name**
- It should have products, prices, quantities and totals
- It should work out the total cost, average costs, the highest and lowest costs
- It should have appropriate graphs/ charts
- It should have conditional formatting, highlighting product totals costing more than £300.

### **Plenary:** Spreadsheets True or False

Statement	True or False?
A column goes across the page.	
Every cell in a spreadsheet has a cell address	
A predefined calculation used in a spreadsheet program is called a function	
An example of a cell reference is A1	
The active cell has a green border on all four sides	



## Lesson 11: Spreadsheet Revision

Objective: Practice all of the skills learnt through this topic

### **DO NOW:** Recall task

What is a business?	List 3 things you could use a spreadsheet for in the workplace	Which is the correct spelling: Sell reference Cell referense Cell reference
	<ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li></ul>	
Which is the correct formula =c3*4f =6c*8u =a1*d4	Give an example of a spreadsheet function	What is a row called on a database?

### **Task:** Dream Bedroom

Last week you began to create a Spreadsheet to help you recap and revise the things you have learnt this half term. You have a budget of £2000 to spend on your dream bedroom and you are going to create a spreadsheet to help you plan your budget

Your spreadsheet should:

- with 10 items
- It must have a **title** and your **name**
- It should have products, prices, quantities and totals
- It should work out the total cost, average costs, the highest and lowest costs
- It should have appropriate graphs/ charts
- It should have conditional formatting, highlighting product totals costing more than £300.



**Extension:** Sports Day Fundraiser/ Party Planning

Two tasks available

- **11. Spreadsheet Revision - Extension 1 Sports day fundraiser**
- **11. Spreadsheet Revision - Extension 2 Party planning**

Open the spreadsheets and complete the tasks inside them

Need extra help?/ Finding it too hard?

Complete the

**11. Spreadsheet Revision - simplified workbook**



**Plenary:** Recall Quiz

Which of these is used to visualise information as a picture?

- Pie chart
- Pizza chart
- Apple chart
- Circle chart

Which of these would you use to add up a range of numbers?

- TOTAL
- ADD
- PLUS
- SUM

You use the MAX function to find:

- The largest value
- The total
- The smallest value
- The first value

What function would you use to find the smallest value?

- MAX
- MIN
- LEAST
- COUNTA



## Lesson 12: Databases and Spreadsheets Assessment

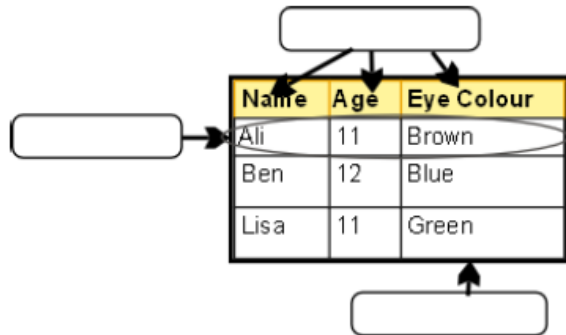
<b>Assessment Criteria: Understand what a business is and how to create a business plan</b>			
<b>Q1) Match these business key terms with their definitions.</b>			
<b>Competitor</b>		An individual who sets up and runs a new business and takes on the risks associated with the business	<b>/4</b>
<b>Consumer</b>		The difference between total sales and total costs	
<b>Profit</b>		A <b>company</b> in the same industry or a similar industry which offers a similar product or service	
<b>Entrepreneur</b>		A person who purchases goods and services for personal use	
<b>Q2) A house style should be used by a business to make presentations professional and easy to read. Tick the rules that should be followed when creating a presentation</b>			
<input type="checkbox"/> Use 4 or 5 different fonts to grab people's attention <input type="checkbox"/> Choose readable fonts and colours – e.g don't put dark text on a dark background. <input type="checkbox"/> Use animations sparingly to enhance the presentation. <input type="checkbox"/> Use lots of different colours to excite people. <input type="checkbox"/> Use a consistent theme throughout.			<b>/3</b>
<b>Q3) Give three things you can include in a business plan</b>			
<b>1</b> _____ <b>2</b> _____ <b>3</b> _____			<b>/3</b>



**Assessment Criteria: Be able to identify the key features of a database and create queries**

**Q1) Complete the gaps! Use the words to fill in the blanks.**

**Complete the gaps!** Use the words at the BOTTOM to fill in the blanks



A  stores data in tables.

Databases can be used to  and  records very quickly.



fields • sort • database • table • record • search

**/6**

**Q2) To search for information that we need in a database we can set up a:**

- Report
- Query
- Form
- Table

**/1**

**Q3) Which of the following queries would find all students that have blonde hair and 10 years or older?**

- hair = blonde OR age >10
- hair= brown AND age >10
- hair = blonde AND age >=10

**/1**

**Q4) Write query that would find all students with blue eyes or have brown hair**

**/2**



**Assessment Criteria: Be able to identify the key features of a spreadsheet and create formulas and functions**

**Q1) Shade in the following cells**

A3  
D7  
C2:C5  
A6:C6  
J5:L7

	A	B	C	D	E	F	G	H	I	J	K	L
1												
2												
3												
4												
5												
6												
7												
8												

/5

Below is a spreadsheet that the following questions will refer to.

	A	B	C	D
1	Items	Cost of each item	Quantity Bought	Costs
2	Cakes	£0.55	15	
3	Biscuits	£0.35	20	
4	Ham Sandwiches	£1.20	15	
5	Cheese Sandwiches	£1.10	15	
6	Sausage Rolls	£0.60	20	
7	Crisps	£0.55	25	
8	Nuts	£0.45	5	
9	Lollipops	£0.07	40	
10	Coca Cola	£0.90	5	
11	Lemonade	£0.85	4	
12	Fresh Orange	£0.80	3	
13		Total		

**Q2) Circle/ highlight the formula that should be written into cell D2?**

- =B2+C2
- =B2\*C2
- =SUM(B2:C2)
- = C2\*D2

/1



<b>Q3) Circle/ highlight the formula that should be written into cell D13?</b>	
<input type="checkbox"/> =D2+D3+D4+D5+D6+D7+D8 <input type="checkbox"/> =ADD(D2:D12) <input type="checkbox"/> =SUM(D2:D12) <input type="checkbox"/> =MIN(D2:D12)	/1
<b>Q4) What is the result of the equation =(C7+C8)*F4, when C7 is 2; C8 is 4; and F4 is 2?</b>	
	/2
<b>Q4) Write the function that would be used to find the average of the costs</b>	
	/2

**Assessment Criteria: Create graphs and charts in a spreadsheet and understand their use**

<b>Q1) Why are graphs and charts used in a spreadsheet?</b>																			
	/1																		
<b>Q2) Answer the following questions based on the graph below</b>																			
<div style="text-align: center;"> <p><b>Sales of different icecream flavors</b></p> <table border="1" style="display: none;"> <caption>Data from Sales of different icecream flavors chart</caption> <thead> <tr> <th>Flavor</th> <th>Shop A</th> <th>Shop B</th> </tr> </thead> <tbody> <tr> <td>Mango</td> <td>100</td> <td>90</td> </tr> <tr> <td>Almond</td> <td>40</td> <td>70</td> </tr> <tr> <td>Chocolate</td> <td>90</td> <td>80</td> </tr> <tr> <td>Coconut</td> <td>50</td> <td>30</td> </tr> <tr> <td>Vanilla</td> <td>30</td> <td>60</td> </tr> </tbody> </table> </div>		Flavor	Shop A	Shop B	Mango	100	90	Almond	40	70	Chocolate	90	80	Coconut	50	30	Vanilla	30	60
Flavor	Shop A	Shop B																	
Mango	100	90																	
Almond	40	70																	
Chocolate	90	80																	
Coconut	50	30																	
Vanilla	30	60																	
How many Mango ice-creams were sold by Shop A?																			
Which flavour of ice-cream do people like most in shop A?																			
Find the total number of chocolate ice-creams sold by Shop A and Shop B																			
Which shop sold 30 Coconut ice-creams?																			
	/4																		



<b>Q3)</b> What type of chart/graph is used to show changes over a period of time? <input type="checkbox"/> Bar chart <input type="checkbox"/> Line Chart <input type="checkbox"/> Pie Chart <input type="checkbox"/> Column Chart	<i>/1</i>
<b>Q4)</b> What type of chart/graph is used to show percentages of a whole?	<i>/1</i>
<b>Q3)</b> Explain what conditional formatting is and give an example: <hr/> <hr/> <hr/> <hr/>	<i>/3</i>

Total score:     */41*



## Self Reflection

Beginner	Progressing	Embedded
I am still learning this and don't feel confident about my knowledge of the topic	I am getting there but don't understand everything about the topic	I have a really good knowledge of this topic and can answer questions confidently

Assessment Criteria	Beginning	Progressing	Embedded
Understand what a business is and how to create a business plan			
Able to identify the key features of a database and create queries			
Able to identify the key features of a spreadsheet and create formulas and functions			
Create graphs and charts in a spreadsheet and understand their use			

Complete the boxes below, identify things you have done well this term and things you want to improve on. This can be specifically about the topic itself or your own working practices

Things that I have done well are:

--

Things I need to improve are:

--



# Assessment PRIDE

Effort

1

2

3

4

## Strength



- You know business key terms and can link them with their definitions
- You can give the main ways to make a presentation professional
- You can identify database key terminology
- You can identify cell references in a spreadsheet
- You can use simple spreadsheet formulas and functions
- You understand the roles of graphs and can interpret them
- You know what conditional formatting is and can give examples

## Target



- Write two rules of your own to make a professional PowerPoint presentation
- Write a definition of the following database key terms: field and record.
- Explain the benefit of using cell references rather than just numbers in a spreadsheet formula
- What function would you use to find the biggest number from a list of numbers
- What graph you would use to display percentages of a whole and why
- Explain what conditional formatting is and why you would use it

## Presentation and SPaG

- Correct any missing capital letters
- Correct your spellings
- Add in missing full stops/apostrophes
- Write in black pen
- Draw diagrams in pencil



## Student Improvement:

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