

Entering Data: Cells, Rows, Columns, Sheets

60 minutes

ICT2: Introduction to other software packages and applications

Outcome M2.U1.2

WHAT THIS LESSON DOES

Open a spreadsheet and navigate its cells, rows, columns and sheets. Enter text and numbers for a project budget, use keyboard moves like Tab and arrows, and build a clean file with your own project cost rows.

CURRICULUM OUTCOMES

Outcome	What the specification asks for
M2.U1.2	Create a spreadsheet and enter numeric and character data, apply formulas while understanding their purpose to generate results, format cells and generate a chart and print it.

WHAT STUDENTS SHOULD BE ABLE TO DO

- Open a blank spreadsheet and navigate cells, rows, columns and sheet tabs
- Enter text and numbers and explain why numeric versus character data matters
- Move with arrow keys, Tab and Enter and spot common beginner entry mistakes
- Create 05_project_budget with Item, Category, Cost and Notes and at least five own project rows in class (ten is the stretch target)

BEFORE THE BELL

- Confirm Project Portfolio and 05_budget exist for each student; recreate missing folders quickly.
- At the bell: 1-minute class-wide folder check before warm-up talk.
- Prepare any physical reference materials such as printed keyboard shortcut lists for students who benefit from paper copies.
- Confirm cloud access (OneDrive or Google Drive) and that the Project Portfolio 05_budget sub-folder exists from earlier file work. Script a 1-minute class-wide folder check at the bell.
- No prep needed beyond the sample table on screen if you want to project it.
- Students need browser access to OneDrive or Google Drive and the Project Portfolio 05_budget folder.
- Students need their Something Real project idea (or a fallback list) and cloud access to the portfolio.

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HOW THE LESSON RUNS

5 min	introduction	Introduction
6 min	content	Key concepts
18 min	activity	Step-by-step task
3 min	content	Common issues
18 min	activity	Independent practice
5 min	content	Reflection
5 min	summary	Lesson summary

TEACHING MOVES

- Model sign-in, create and rename once on the projector, then let students join from header entry.
- Pace key concepts as (1) grid map then (2) plain number versus messy cost, with a show-of-hands check.
- If time is tight, stop sample entry after two rows and move the class together to clear A2:D6 + one LCA-style model row.
- Before independent practice, demo select A2:D6, Delete, headers remain, then one LCA-style row think-aloud.
- Circulate during independent practice; pair confident students with first-timers. Protect IP for own rows.
- Door check: Cost column plain numbers and at least five own rows with no Niamh leftovers.

WHAT TO WATCH FOR

- Entering costs with typed currency symbols, the word euro, or leading spaces: retype plain numbers only.
- Creating the file in the wrong folder: show how to move it into 05_budget.
- Google Sheets cursor left in column D after Enter: click back to column A before the next item.
- Clearing the header row with the sample data: restore Item, Category, Cost, Notes in row 1 only.
- Deleting whole rows instead of clearing cells: Undo, then Delete on selected cells only.

DIFFERENTIATION

- Support: on-card starter list and planned Notes; allow paired work.
- Extension: Source column (Confirmed or Estimate) or a short funding list on Sheet2.
- Exit ticket tiers: five clean own rows must-have; ten stretch.