

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.
- Check that every student can sign in to Excel for the web or Google Sheets with the school cloud account, and have the three fallback lists ready to put on the board: Work Experience kit, small enterprise materials, Practical Achievement supplies.
- 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 the grid map first, then 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, and keep the block on students' 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.