

KA1 Workshop Part 2: Formulas That Do Real Work

60 minutes

ICT2: Introduction to other software packages and applications

Outcome M2.U1.2

WHAT THIS LESSON DOES

Close gaps in your project budget by adding formulas that answer real questions. Learn to extend your sheet with decision-ready calculations and ensure every formula earns its place. Save your work and export a PDF copy.

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

- Close KA1 gaps with formulas that answer real project questions
- Extend the sheet with extra decision-ready calculations or a balanced mini-table where needed
- For each formula, state one plain sentence about the decision it changes, and remove any formula that has no sentence
- Save 05_ka1_best_spreadsheet and export 05_ka1_best_spreadsheet.pdf

BEFORE THE BELL

- Ensure students have their gap-check notes and a working copy of their project budget file.
- Prepare a recovery path: last good budget copy, or a 10-minute minimal rebuild from the student's Something Real cost list.
- Students need their project budget spreadsheet and KA1 gap-check notes from the previous workshop. Confirm cloud access to the Project Portfolio 05_budget folder. Have a recovery plan ready: last good budget copy, or a 10-minute minimal rebuild from the student's Something Real cost list. Default prep: pre-load a starter sample workbook with headings and the eight cost rows already entered so the guided block stays on formulas.
- Pre-load (default) a starter sample with headings and cost rows already entered in Excel Online or Google Sheets. Students need a spreadsheet app and cloud access to 05_budget. Live data entry only if the group is fast. No handout required.
- Students need their own 05_project_budget and gap-check notes. Support PDF export on whichever suite the school uses. Have portrait / fit-to-one-page settings ready (already demoed at the end of the sample). Recovery students: accept SUM + Remaining + rename; PDF if time.

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HOW THE LESSON RUNS

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

TEACHING MOVES

- Circulate early to verify students have gap-check notes ready; 30-second file check.
- Focus discussion on the earns its place rule using student examples.
- Teach absolute reference as a live 60-second board demo at the % step, not only from a table.
- If time is tight, stop the whole-class sample after Remaining + IF; demo % and funding briefly; still run the PDF export demo once.
- Independent Practice needs two decision-ready answers plus rename and PDF. Recovery bar: SUM + Remaining + rename; PDF if time. Not a full Ciara clone.
- End with the hands-up file check for both named files in 05_budget.

WHAT TO WATCH FOR

- Percentage formulas without absolute reference on total: instruct students to add \$ before the total cell reference.
- Including formulas that do not address a specific gap: refer students to their gap-check notes before adding new calculations.
- Incorrect column formatting after fill down: check that percentage columns are set to Percentage format.
- Untitled or overwritten saves: insist on rename of the same file to 05_ka1_best_spreadsheet and PDF named 05_ka1_best_spreadsheet.pdf.

DIFFERENTIATION

- Support: Offer a basic structure for the mini-table; shortened success bar of SUM + Remaining + rename (PDF if time) if catching up.
- Extension: One extra decision-ready line the student can explain in one sentence (no new untaught functions required).
- Support: Students with minimal gaps must still add one new decision-ready formula beyond what they already had.