

## Your First Bar Chart

60 minutes

ICT2: Introduction to other software packages and applications

Outcome M2.U1.2

### WHAT THIS LESSON DOES

Turn a list of project costs into a bar chart using Excel for the web or Sheets. Select the right data range, insert the chart, add a title, move it cleanly, and save it as 06\_ka2\_charts in your charts folder for the key assignment.

### CURRICULUM OUTCOMES

| Outcome        | What the specification asks for                                                                                                                                                  |
|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>M2.U1.2</b> | 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

- Select a data range and insert a bar chart in Excel for the web and Sheets
- Explain what the chart shows and change chart type if needed
- Move and place a chart on the sheet cleanly
- Build a bar chart of costs by item and save the workbook as 06\_ka2\_charts in the 06\_charts folder

### BEFORE THE BELL

- Write five sample costs on the board for the introduction activity (phone-case setup or placement kit alternate).
- Confirm 05\_project\_budget and 06\_charts exist; plan a 60-second folder recreate and five-row rebuild path.
- Confirm students can open 05\_project\_budget and 06\_charts; sample cost list ready for warm-up; optional placement kit list ready
- Students need Excel for the web or Google Sheets and cloud access to Project\_Portfolio
- Students need 05\_project\_budget openable; verify 06\_charts folder exists; watch for practice\_bar\_chart rename mistakes

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### HOW THE LESSON RUNS

|               |              |                   |
|---------------|--------------|-------------------|
| <b>5 min</b>  | introduction | Introduction      |
| <b>6 min</b>  | content      | Key concepts      |
| <b>15 min</b> | activity     | Step-by-step task |
| <b>4 min</b>  | content      | Common issues     |
| <b>20 min</b> | activity     | Portfolio Build   |
| <b>5 min</b>  | content      | Reflection        |
| <b>5 min</b>  | summary      | Lesson summary    |

### TEACHING MOVES

- Circulate during the step-by-step task and model correct data selection on the projector.
- End practice by insisting practice\_bar\_chart is closed; KA file must be new 06\_ka2\_charts.
- Model open budget → copy Item+Cost → paste → chart before independent work.
- Scan decision sentences in a visual sweep for KA understanding.
- Optional pair talk in reflection if time allows.

### WHAT TO WATCH FOR

- Selecting only numbers without labels: select both columns including headings.
- Chart appears as a line chart: re-select the range cleanly and insert again.
- Insert greyed out: select a data range first.
- Euro symbols or text costs: retype plain numbers.
- Renaming practice file to KA name: stop and create a new workbook.

### DIFFERENTIATION

- Support: provide a pre-prepared data table or allow the practice sample structure with the student's own five costs typed in.
- Support: five-row Item/Cost rebuild card if 05\_project\_budget is missing.
- Extension (teacher-modelled early finishers only): sort data largest-first and add axis titles.