

KA2 Workshop: Charts in Graphic Format and Interpretation PDF

60 minutes

ICT2: Introduction to other software packages and applications

Outcome M2.U2.3

WHAT THIS LESSON DOES

You will export your bar and pie charts as PNG graphic files from Excel Online or Sheets. Then combine them with written interpretations in one document and export a PDF to meet typical assessment expectations for graphic format and interpretation.

CURRICULUM OUTCOMES

Outcome	What the specification asks for
M2.U2.3	Demonstrate an ability to edit, enhance and present a variety of information graphically.

WHAT STUDENTS SHOULD BE ABLE TO DO

- Export charts as PNG graphic files from Excel Online and Google Sheets
- Place chart images and written interpretations in a separate document
- Package evidence that meets typical ICT2 KA2 expectations for graphic format plus interpretation
- Create 06_ka2_chart_interpretation and export a PDF for teacher verification

BEFORE THE BELL

- Confirm your centre's exact ICT2 KA checklist wording before banking evidence.
- Hard pre-flight: do not run this workshop until about 80%+ have 06_ka2_charts verified, or run a rebuild lesson / prepare seed files first.
- Optional: pre-create blank headed 06_ka2_chart_interpretation templates in 06_charts for support students (default for high support).
- Seat Microsoft 365 and Google Workspace users in two clusters with one peer expert each.
- Print one-page OS snip cards; practise the dominant-OS snip demo once before class.
- HARD PRE-FLIGHT: verify $\geq 80\%$ have 06_ka2_charts (bar, pie, interpretations) before this workshop, or run a rebuild lesson / prepare seed files first. Printer optional; PDF export is the required path. Seat Microsoft and Google users in two clusters with one peer expert each. Print one-page OS snip cards per station.
- Project Aoife layout full-screen. Confirm your centre's exact KA checklist wording.
- Students need 06_ka2_charts openable in Excel Online or Google Sheets. Demo dominant-OS snip-to-PNG once. Print OS snip cards. Common Issues table ready for chunk 1 circulation.
- Optional blank headed template in 06_charts for support students. Word Online or Google Docs ready after PNG checkpoint.
- Demo one PDF Download path before checkpoint 3. Verify four artefacts by exact name: two PNGs, editable 06_ka2_chart_interpretation, PDF. Same base name OK across Word/Docs; reject Untitled. Record who is bankable.
- Note students ready for ICT2 KA2 verification against your centre checklist.

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HOW THE LESSON RUNS

5 min	introduction	Introduction
5 min	content	Key concepts
12 min	activity	Export charts as PNG graphics
12 min	activity	Build the interpretation document
3 min	content	Common issues
15 min	activity	Portfolio Build
3 min	content	Reflection
5 min	summary	Lesson summary

TEACHING MOVES

- Project Aoife's layout; keep the on-page structure skeleton short.
- Demo one tight chart capture and named PNG save before students snip.
- Do not advance from chunk 1 until both PNGs are visible in 06_charts.
- Before PDF checkpoint, demo File → Download → PDF once on the board; students then follow suite steps.
- Collect four exact names: two PNGs, editable file (same base name across Word/Docs), PDF.
- Unfinished PDF next session only if both PNGs + editable doc already exist.

WHAT TO WATCH FOR

- Assuming Win+Shift+S already saved a file: students must use the toast Save or Paint paste path.
- Leaving Document/Untitled names instead of 06_ka2_chart_interpretation.
- Retaining live charts instead of PNG graphics in the folder.
- Leaving the PDF in Downloads under a title-based name instead of 06_ka2_chart_interpretation.pdf.
- Omitting interpretations from the document.

DIFFERENTIATION

- Support: headed template document; suite buddy; printed snip card; teacher-assisted first PNG.
- Extension: sharper recapture, optional print contrast check, or audience decision sentence.
- Support: paired work only until both PNGs land, then return to solo packaging.