

## Safe Editing, Undo and Fill

60 minutes

ICT2: Introduction to other software packages and applications

Outcome M2.U1.2

### WHAT THIS LESSON DOES

In this lesson you will learn to edit spreadsheet cells safely with edit mode, use undo to fix mistakes and apply copy paste and fill drag without losing data. You will practise on a sample before updating your project budget.

### 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

- Edit cells safely using edit mode, clear and delete correctly
- Use Undo, Redo, Copy, Paste and fill-drag without losing data
- Find and fix mistakes in sample and own data
- Add five rows, edit three existing rows and confirm the budget is intact

### BEFORE THE BELL

- Nothing to share for the practice sheet: students make editing\_practice\_temp by pasting the four practice rows, planted errors included, that are printed on the step-by-step task.
- Absentees with no 05\_project\_budget make a new one in 05\_budget at the start of independent practice (headings Item, Category, Cost and Notes, then their own project rows), as the task on their screen tells them.
- Ensure students can open their project budget file from earlier budget work before independent practice starts.
- Confirm students can open their Project\_Portfolio cloud folder and 05\_project\_budget. Nothing to pre-place: students make editing\_practice\_temp from the practice table on their step, and anyone without 05\_project\_budget makes a new one in independent practice. No printouts needed.
- No prep needed: students make the practice file from the table on the next step.
- Nothing to pre-seed or share: the step prints the four practice rows with the planted errors (misspelled Business cards, cost 150, messy Notes) for students to paste into a new editing\_practice\_temp. Students need spreadsheet access and cloud login.
- Students need their existing 05\_project\_budget from earlier budget work. Anyone still missing a file makes a new 05\_project\_budget as the task on their screen describes.

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### HOW THE LESSON RUNS

|               |              |                      |
|---------------|--------------|----------------------|
| <b>5 min</b>  | introduction | Introduction         |
| <b>5 min</b>  | content      | Key concepts         |
| <b>16 min</b> | activity     | Step-by-step task    |
| <b>4 min</b>  | content      | Common issues        |
| <b>20 min</b> | activity     | Independent practice |
| <b>5 min</b>  | content      | Reflection           |
| <b>5 min</b>  | summary      | Lesson summary       |

### TEACHING MOVES

- Model edit mode and the clear versus delete distinction for the whole class using a shared screen.
- Demo fill-handle on a Chromebook trackpad once before students try; point out Auto Fill Options (Fill Series) in Excel Online and the type-the-numbers fallback if the handle is hard to grab.
- Circulate during the step-by-step task and independent practice to observe editing habits.
- Start independent practice on time even if a few students have not finished fill-drag. Portfolio evidence is the priority.
- Prompt whole-class discussion on when fill-drag is inappropriate for budget data.
- Remind students to use undo immediately after an error occurs.

### WHAT TO WATCH FOR

- Overwriting cell content instead of entering edit mode: Direct students to double-click the cell or use F2 (Windows/Chromebook) / Ctrl+U (Mac, Excel Online).
- Selecting and deleting entire rows unintentionally: Pause to demonstrate the difference between clear and delete.
- Applying fill-drag from a single number (copies instead of series): Seed two cells (1 then 2), select both, then drag; choose Fill Series if a mini menu appears in Excel Online.
- Editing the temp practice file instead of 05\_project\_budget: Check the window title before banking evidence.

### DIFFERENTIATION

- Support: Stay with edit mode, clear versus delete, and Undo if fill-drag is too much; still require the five new rows on the real budget.
- Extension: Extension challenge in the summary (standardise a repeated category with Copy/Paste, then Undo/Redo once).
- Support: Allow paired work for the independent practice where one student explains edits to another.