

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
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

- 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

- Share editing_practice_temp with four data rows and planted errors already entered (class folder or link).
- Have a minimal starter 05_project_budget template (about 10 sample rows) ready to copy into any empty 05_budget folder so absentees rebuild in under two minutes.
- Ensure students can open their project budget file from earlier budget work; pair any without one onto the starter template.
- Confirm students can open their Project_Portfolio cloud folder and 05_project_budget. Pre-place editing_practice_temp (errors planted) and a minimal starter 05_project_budget template for absentees. No printouts needed.
- No prep needed beyond the shared practice file already noted for the lesson.
- Pre-seed and share editing_practice_temp with four data rows and planted errors (misspelled Business cards, cost 150, messy Notes). Students need spreadsheet access and cloud login.
- Students need their existing 05_project_budget from earlier budget work. Have the minimal starter template ready for anyone still missing a file.

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HOW THE LESSON RUNS

5 min	introduction	Introduction
5 min	content	Key concepts
16 min	activity	Step-by-step task
4 min	content	Common issues
20 min	activity	Independent practice
5 min	content	Reflection
5 min	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.