

Saving, File Formats and Versioning

60 minutes

ICT2: Introduction to other software packages and applications

Outcome M1.U1.3

WHAT THIS LESSON DOES

Discover how to save your spreadsheet budget as an editable export and a PDF, roll back mistakes with version history, and keep a simple change log for project work.

CURRICULUM OUTCOMES

Outcome	What the specification asks for
M1.U1.3	Explain the key concepts in relation to file storage, management and retrieval.

WHAT STUDENTS SHOULD BE ABLE TO DO

- Save an editable spreadsheet export and a PDF when each format is useful
- Use cloud version history to roll back to a prior version
- Keep a simple change log for project budget work
- Finish with 05_project_budget in the cloud showing a dated change log, plus portfolio copies of an editable workbook and a PDF

BEFORE THE BELL

- Run a 2-minute starter checklist at login: confirm students can open OneDrive or Google Drive and locate 05_project_budget under Project Portfolio → 05_budget.
- Keep a ready minimal 5-row 05_project_budget template or known good copy path so rebuilds take under a minute.
- Know where Downloads land on classroom machines and how students use Upload → Files (OneDrive) or New → File upload (Drive).
- Prepare to model once: File → Download → PDF, then Version history → Restore (first half of Key concepts).
- Before class: confirm cloud access, verify or seed 05_budget + 05_project_budget, and keep a minimal 5-row template ready for missing files
- Model PDF download and version history restore once on the board machine in the first half of this step; keep table on screen for editable-vs-PDF talk
- Model PDF once; project a sample 05_budget with three file names; know Downloads location and Upload controls on classroom machines
- Lead a 10-second Saved countdown after the test edit; unstick empty history with wait/refresh and a second small edit if needed
- Spotlight Downloads-only and empty-history rows; run a quick 05_budget folder check before independent practice
- Help with Replace-on-upload prompts; confirm both named exports exist inside 05_budget before students log off
- Exit ticket: tick three artefacts per student in 05_budget before log-off

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HOW THE LESSON RUNS

5 min	introduction	Introduction
6 min	content	Key concepts
16 min	activity	Step-by-step: change log and exports
9 min	activity	Step-by-step: version history
3 min	content	Common issues
12 min	activity	Independent practice
4 min	content	Reflection
5 min	summary	Lesson summary

TEACHING MOVES

- Model editable versus PDF on the board machine before students click alone.
- After the first upload (editable), freeze the class and project a 05_budget “what good looks like” with three file names.
- Circulate during downloads and insist exports are renamed and uploaded into 05_budget, Downloads alone are not KA evidence on shared PCs.
- Lead a 10-second Saved countdown after the version-history test edit.
- Treat Common issues as circulating reference; spotlight Downloads-only and empty history only before IP.
- Before IP, confirm each folder has (or can quickly finish) both named exports so success criteria are reachable.
- Check for project-specific wording in change logs during independent work; teach Replace / Upload new version when re-uploading the same name.

WHAT TO WATCH FOR

- Difficulty locating Download or Version history: Excel Online primary path is file name → Version History; alternate is File → Info.
- Version history not updating straight away: wait ten seconds after changes, then reopen history.
- Leaving exports only in Downloads: rename to 05_project_budget_editable and 05_project_budget_pdf and upload into 05_budget.
- Double extensions when renaming (for example editable.xlsx.xlsx): if .xlsx or .pdf is already shown, change the name part only.
- Replace prompts creating (1) copies: choose Replace or Upload new version.
- Copying the sample change log: encourage personal project details instead.

DIFFERENTIATION

- Support: Provide a printed copy of menu paths; allow paired work for rename/upload and the restore activity.
- Extension: CSV export plus a one-line note on a real plain-data recipient; imaginary send lines in the summary challenge.
- Support: If 05_project_budget is missing, create 05_budget and rebuild a minimal 5-row budget before exports.