LESSON 41

Everyday Functions for Your Budget

60 minutes | ICT2: Introduction to other software packages and applications | Outcome M2.U1.3

WHAT THIS LESSON DOES

You will learn to use everyday spreadsheet functions including rounding numbers, inserting dates and adjusting text. Practise testing them in a scratch area then apply one to enhance your budget sheet for better clarity.

CURRICULUM OUTCOMES

Outcome	What the specification asks for
M2.U1.3	Create and understand logical formulas using standard functions.

WHAT STUDENTS SHOULD BE ABLE TO DO

- Try core standard functions ROUND, TODAY and UPPER in a scratch area
- Optionally try NOW, LEN and LOWER if time allows
- Choose a function that genuinely helps the project sheet
- Move one tested function onto live budget data with a clear label
- Check the result still updates when a related value changes

BEFORE THE BELL

- Arrange the classroom for teacher movement between students during activities.
- Have a ready 5-row mini-budget template (paper or shared cloud file) for students without 05_project_budget before the bell.
- Confirm students open Project Portfolio then 05_project_budget (flat folder path).
- Students need cloud access to 05_project_budget in their Project Portfolio. Have a ready 5-row mini-budget template (paper or shared cloud file) for anyone missing the file before the bell.
- Students need 05_project_budget in their Project Portfolio cloud folder (flat folder, no subfolder required). Spreadsheet app: Excel Online or Google Sheets. Mini-budget fallback ready for missing files.
- Project a sample 05_project_budget (or your demo sheet). Be ready to point at one real total cell. Students watch; they edit their own file only in independent practice.
- Students edit the same 05_project_budget file. No new filename. Collect or spot-check: labelled live function, sensible result, file in Project Portfolio.

Everyday Functions for Your Budget

HOW THE LESSON RUNS

5 min	introduction	Introduction
5 min	content	Key concepts
14 min	activity	Step-by-step task
3 min	content	Common issues
6 min	content	From lab to live sheet
20 min	activity	Independent practice
4 min	content	Reflection
3 min	summary	Lesson summary

TEACHING MOVES

- Model testing in the scratch area, then model three live patterns on a projected sample (label + formula on live data) before releasing independent practice. Students watch the demo; each adds only one function on their own sheet in independent practice.
- Core path is ROUND, TODAY and UPPER; treat NOW, LEN and LOWER as optional stretch only.
- Circulate during independent practice to encourage purposeful function choices and block function tourism.
- Facilitate a brief whole-class share-back: one sentence on which function they kept and why.
- Emphasise labelling results and keeping filename 05_project_budget.
- Note that ROUND changes the stored value; currency formatting only changes display.

WHAT TO WATCH FOR

- Students see the formula text instead of the result: remind them to start with an equals sign.
- Confusion over date serial numbers from TODAY or NOW: demonstrate Home Number format Date (Excel Online) or Format Number Date (Sheets).
- Hard-coding H when columns are full: redirect to the next free pair of columns. If a student hesitates more than 30 seconds, point to the first empty pair.
- Typing UPPER over the original name: redirect to a Display name column.
- Typing a sample cell such as C12 into ROUND: remind them to click their own total cell.
- Adding functions without purpose: redirect students to select only those that help the reader.

DIFFERENTIATION

- Support: Offer step-by-step prompts for the core three lab functions only. Default independent choice: TODAY stamp or ROUND on a total.
- Extension: Optional stretch rows (NOW, LEN, LOWER) and a second purposeful live function if both answer different questions.
- Support: Pair students to discuss function choices before adding to the budget.