

Cell Formatting: Numbers, Currency, Dates, Alignment

60 minutes

ICT2: Introduction to other software packages and applications

Outcome M2.U1.2

WHAT THIS LESSON DOES

Learn how to make your spreadsheet numbers look professional by applying euro currency, date formats and alignment. Discover why using real dates matters for sorting data later and practise these skills on 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

- Format cells as euro currency, percentages, dates and plain numbers
- Control decimal places, alignment and text wrap
- Explain why real date formatting matters for sorting later
- Format Cost as euro, add a Date column between Cost and Notes, and align headings cleanly

BEFORE THE BELL

- Ensure each student has their completed project budget spreadsheet from previous lessons with Item, Category, Cost, Notes and enough data rows.
- Students need cloud access and their existing 05_project_budget spreadsheet from earlier ICT2 lessons.
- Students need Excel Online or Google Sheets and 05_project_budget in Project_Portfolio / 05_budget.
- Optional: print or project the matching worksheet pairs for the oral check.
- Prompt planned dates before the block starts; no extra files needed.

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HOW THE LESSON RUNS

5 min	introduction	Introduction
5 min	content	Key concepts
18 min	activity	Step-by-step task
5 min	content	Common issues
18 min	activity	Independent practice
4 min	content	Reflection
5 min	summary	Lesson summary

TEACHING MOVES

- Circulate while students apply formats and insert the Date column; model insert on the projector once if several stall.
- Before Independent Practice, run the 30-second planned-dates prompt (order / due / event / planned).
- Use the matching worksheet as a short oral check in Common issues, not as an extra homework block.
- Facilitate a quick whole-class point on why real date formatting matters for sorting.

WHAT TO WATCH FOR

- Formats applied to empty cells or headings: select only cells with data.
- Dates entered as text: compare alignment with correctly formatted examples.
- Date column inserted in the wrong place: must sit between Cost and Notes.
- Dollar currency on Excel Online: Regional Settings to Ireland, then reapply Currency.

DIFFERENTIATION

- Support: printed do-list matching the Independent Practice bullets; pair work allowed.
- Extension: second percentage (e.g. VAT 23%) and tidy column widths for a phone-sized window.