

LESSON 6

Seeing the Story, Charts, Filters & IF

60 minutes

Working with Spreadsheets

WHAT THIS LESSON DOES

Learn to sort, filter, and chart your spreadsheet data to uncover patterns and make real decisions. You'll build formulas, highlight important values, and create charts that actually change something about your project.

WHAT STUDENTS SHOULD BE ABLE TO DO

- Sort and filter data to answer specific questions about a dataset
- Create and format column and pie charts with clear titles and labels
- Choose the right chart type to tell the story your data needs to tell
- Apply conditional formatting to highlight values that matter
- Write an IF formula to categorise values automatically

BEFORE THE BELL

- Print or display the charity bake sale dataset (or have it open and shared on screen)
- Ensure each student has access to a spreadsheet application and can open their Something Real project file

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HOW THE LESSON RUNS

Introduction

Key Concepts

Step-by-step Task

Common Issues

Portfolio Build, Your Decision Chart

Reflection

Lesson Summary

TEACHING MOVES

- Watch closely during the Name Box selection step (step 9), this is the main stall point. Students often click into a cell and type instead of using the Name Box. Model it first on the whole screen.
- Before students start the portfolio build, insist they write down the decision question first ('Which item should I order most of?' or 'Which survey answer came up most?'), then pick the chart shape. Many students pick the shape first and the question second, then their chart confirms bias rather than revealing truth.
- Circulate during the portfolio build. Check early that students have actually made a copy of their project (COP) before editing it. If time is tight, prioritise the step-by-step must-master skills (data entry, revenue formula, IF formula) over chart formatting polish.
- Keep the reflection discussion-only, no typing into cells or documents. Two to three minutes of think-pair-share is enough.

WHAT TO WATCH FOR

- Sort scrambles the rows (item names no longer line up with prices), Student sorted only one column instead of selecting the whole data range first. Press Ctrl+Z to undo and re-select all columns before sorting.
- IF formula returns unexpected text or numbers, Check that the formula syntax matches the example exactly, including quotation marks around text values and correct use of commas or semicolons depending on locale.
- Chart appears but has no title or axis labels, Select the chart, then use the Chart Editor to add title and axis labels. A chart without labels tells no story.

DIFFERENTIATION

- Support: Provide a step-by-step checklist alongside the lesson. Pair students who finish the step-by-step task early with those still working, focusing the early finisher on checking chart titles and labels rather than moving to the portfolio build.
- Support: If a student struggles with the IF formula, offer a worked example with the condition and both outcomes already written out; they only need to type the syntax.
- Extension: Ask students who complete the portfolio build early to build a second chart answering a different decision question from their dataset, or to apply conditional formatting to highlight outliers or top performers.