

File Formats and Conversion

60 minutes

ICT Specialism 3: Spreadsheets

Outcome M3.U1.3

WHAT THIS LESSON DOES

Learn to select the correct spreadsheet file format for different audiences and tasks. Export your work into CSV and PDF versions and observe which details are kept or lost during conversion. Keep your editable version as the main copy.

CURRICULUM OUTCOMES

Outcome	What the specification asks for
M3.U1.3	Work proficiently with spreadsheets and convert to other file formats.

WHAT STUDENTS SHOULD BE ABLE TO DO

- Choose among .xlsx, .ods, .csv, and .pdf for purpose
- Convert between formats and recognise what breaks or survives
- Export the working spreadsheet as .csv and .pdf as well as native format

BEFORE THE BELL

- Check that each student can open their own project spreadsheet under the exact name sm3_from_template before any export, since the CSV and PDF names follow from it.
- Check that the room's devices can download files and that students know where their Downloads folder is, because the exports land there before being moved into the portfolio.
- Confirm every student has sm3_from_template in Project_Portfolio/09_specialism/sm3; anyone missing it makes it again from the table on their Introduction step
- Demo File Export/Download on the classroom screen for CSV then PDF; show master vs CSV at first open
- Spot-check sm3 for csv, pdf, and sm3_format_notes; only re-export if missing

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HOW THE LESSON RUNS

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

TEACHING MOVES

- Demonstrate the CSV and then the PDF on the classroom screen first, and show the master beside the CSV the moment the first CSV opens.
- Circulate while students export, and treat the step as complete once the master, the CSV and the PDF are all in sm3.
- Independent practice is observation and note-writing, not a second full export cycle, so do not send students back through the exports unless a file is genuinely missing.
- Treat .ods as an extension throughout; students who do not reach it have lost nothing.

WHAT TO WATCH FOR

- Students may believe the CSV export has failed because the formulas are missing. Settle this during the demonstration rather than waiting for the Common issues step.
- Files are left only in Downloads. Direct students to move them into the portfolio folder straight away, with the exact names.
- Untitled notes files instead of sm3_format_notes saved in sm3.

DIFFERENTIATION

- Support: Provide printed export instructions for reference, and pair students for the notes file.
- Extension: Ask for an .ods export with one bullet on what matched and what shifted, or a second sheet exported as its own clearly named CSV.