

Multiple Worksheets: Copying, Moving, Deleting, Renaming

60 minutes

ICT Specialism 3: Spreadsheets

Outcome M3.U3.4

WHAT THIS LESSON DOES

You will learn to rename, colour-code, copy, move and delete sheets in a workbook. Then restructure your Something Real project into three named sheets for data, summaries and charts so readers can navigate easily.

CURRICULUM OUTCOMES

Outcome	What the specification asks for
M3.U3.4	Manipulate and edit spreadsheets and prepare for printing by using features such as changing margins, orientation, page set up, gridlines, selecting cell range and selected charts.

WHAT STUDENTS SHOULD BE ABLE TO DO

- Rename, colour-code, copy, and move sheets in one workbook
- Decide when to split across sheets versus keep one table
- Restructure the project workbook into three named sheets

BEFORE THE BELL

- Nothing to place in sm3 or a class share. Students paste Jamie's practice table (headings and three product rows) from the step-by-step task into a new sm3_sheet_ops_practice, and any student missing a project file pastes the same table into a new sm3_from_template.
- No physical printouts are required; the Matching worksheet is optional as a three-minute oral pair or exit check.
- Open a one-sheet messy demo workbook and a three-sheet tidy version side by side. Nothing to place in a class share or sm3: students paste the practice data printed on the step-by-step task.
- Be ready to talk through the Work Experience before/after on the board or screen in under a minute.
- Nothing to pre-fill, since students paste Jamie's table printed on the step; confirm Excel for the web and Google Sheets open for class platforms.
- Confirm each student opens their newest Module 3 project workbook (or a new one made from Jamie's table), then Save As / Make a copy to sm3_from_template_v4 before restructuring.

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HOW THE LESSON RUNS

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

TEACHING MOVES

- Model sheet renaming on the demonstration screen before students start; point at the bottom tabs.
- Before Independent Practice, demo once: one-sheet messy project → rename to data → add summary and charts → 2-3 answer labels → reorder → delete trial tabs.
- State one filename rule: newest cleaned sm3 file → Save As / Make a copy to sm3_from_template_v4 → restructure the copy only.
- Circulate to ensure students work on the project copy, not only the practice file.
- Remind Chromebook users: two-finger tap or Alt+click for tab context menus.
- Say clearly that the saved three-sheet workbook goes into the student's Practical Achievement and Specialism portfolio.

WHAT TO WATCH FOR

- Students rename the workbook file instead of the sheet tab. Solution: Direct attention to the tabs along the bottom and demonstrate double-clicking a tab.
- Students cut/paste live rows unnecessarily. Solution: Rename the sheet that already holds the rows to data.
- Students cannot locate the tab colour option. Solution: Show the right-click (or two-finger tap) menu on a tab.
- Students delete the wrong sheet. Solution: Advise checking the sheet name before confirming deletion.

DIFFERENTIATION

- Support: Leave the Step-by-step task open on the classroom screen while students work, since each instruction there carries its own screenshot for anyone who loses the sequence.
- Support: Allow pairs for Independent Practice if navigation is a barrier; a student missing the project file pastes Jamie's table into a new workbook instead.
- Extension: Charts A1 note plus bold answer values on summary, and a one-to-one hide-column demonstration for anyone who finishes early and asks.