

Unit 1 Recap and Multi-sheet Workbook Workshop

60 minutes

ICT Specialism 3: Spreadsheets

Outcome M3.U1.4

WHAT THIS LESSON DOES

Review your multi-sheet workbook to confirm it meets Unit 1 spreadsheet outcomes. Work with your teacher to spot gaps, make fixes, and reflect on a technique that has improved your project data handling.

CURRICULUM OUTCOMES

Outcome	What the specification asks for
M3.U1.4	Enter and manipulate data in worksheets and create logical formulas using standard functions.

WHAT STUDENTS SHOULD BE ABLE TO DO

- Demonstrate Unit 1 SEC outcomes on a multi-sheet workbook
- Fix gaps identified in a teacher check of your workbook
- Reflect on one Unit 1 technique that changed how you think about spreadsheets

BEFORE THE BELL

- Prepare sm3_unit1_demo (three named sheets, small phone-case data set, summary SUM and space for IF) and open it on the class screen only.
- Prepare a printed Unit 1 outcomes checklist for quick reference during circulation.
- Have a clipboard ready to record student strengths and fixes; triage order is sheets → data → one formula → reflection.
- Display the four SEC Unit 1 spreadsheet outcomes on the board. Open sm3_unit1_demo on the class screen with tabs already named data, summary, and charts.
- No prep needed beyond the board checklist and demo file already open
- Open sm3_unit1_demo on the classroom screen before this step. Share view-only or project only; student own files wait until Independent practice.
- Prepare a one-line gap note template students can copy: (1) sheets (2) data (3) formulas (4) reflection. Confirm every student knows the sm3 folder path for their own sm3_from_template file.

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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

- Walk the shared demo audit as a whole-class demonstration; student own files start only in Independent practice.
- Circulate during independent practice, under a minute per student; bank Must-fix even if reflection is brief.
- Focus share-back on naming specific techniques; if under 3 minutes left, one volunteer or skip.
- Point at the Common issues table live for sort corruption and Sheet1 tabs.

WHAT TO WATCH FOR

- Default sheet names left unchanged: double-click and rename tabs to match purpose.
- Data sort corruption: select the full block including headings before sorting.
- Overlooking data hygiene: use the checklist so entries stay complete and consistent.

DIFFERENTIATION

- Support: pair unfinished three-sheet files before formulas; offer the simplified Must-fix list only.
- Extension: extra summary formula or one-page PDF export for a real recipient.
- Support: allow peer discussion when identifying the single biggest gap.