

Time and Date Data

60 minutes

ICT Specialism 3: Spreadsheets

Outcome M3.U2.1

WHAT THIS LESSON DOES

Enter and format dates and times correctly in spreadsheets. Calculate hours worked with a formula, display the result as a readable number, add a total and a TODAY() stamp, and build a practical work-hours tracker for Work Experience or your Something Real project.

CURRICULUM OUTCOMES

Outcome	What the specification asks for
M3.U2.1	Create spreadsheets involving different types of data such as VAT, percentages, currency, tax, time and dates, and enter formulas to generate results.

WHAT STUDENTS SHOULD BE ABLE TO DO

- Enter and format dates and times correctly
- Calculate hours worked with a formula and display the result as a readable number
- Build a work-hours tracker with a total and a TODAY() stamp for Work Experience or the project

BEFORE THE BELL

- Prepare a board example showing a work experience day from 09:00 to 13:00 equalling four hours.
- Have sample date entries ready to demonstrate correct Irish date format (day first).
- Prepare to demo the wrong hours display (04:00 or a fraction) then Number format before students autofill.
- Check that students can reach their 09_specialism/sm3 folder in the browser, since they create the cloud workbook sm3_time_tracker there during the step-by-step task, with no file extension in the name.
- Board example ready: 09:00 to 13:00 equals four hours.
- Prepare one bad text date and one good date value to flash on the board.
- Demo date entry, hours formula, wrong display, then Number format on the board screen. Have the support template ready.

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HOW THE LESSON RUNS

5 min	introduction	Introduction
5 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
6 min	summary	Lesson summary

TEACHING MOVES

- Model the first date entry, the hours formula, the wrong display and then the Number format fix on the classroom screen so the whole class sees the before and after together.
- Circulate the room while students autofill formulas so you can catch problems as they happen.
- Stress the Irish date convention (day, then month, then year) when entering data.
- Ask students to leave the extension formulas (AVERAGE, MAX, days spanned) until their core tracker meets the success criteria, because extras built on a sheet that still displays 04:00 only hide the formatting problem. Days spanned is stretch work and is not expected from every student.

WHAT TO WATCH FOR

- Hours display as decimals or clock time instead of numbers: have students format the column as Number and check the formula multiplies by 24.
- Dates entered as text: demonstrate the difference in alignment and show how to re-enter them as date values.
- Forgetting to multiply by 24 in the hours formula: remind students to correct the formula rather than retype the answer.

DIFFERENTIATION

- Support: the pre-formatted sm3_time_tracker_template worksheet offered during the step-by-step task lets students type only the five data rows.
- Support: allow realistic invented project or training data instead of personal placement data where a student has no placement.
- Extension: once the core criteria pass, students add the AVERAGE, MAX or days-spanned formulas from the lesson summary.