

Graphs and Data Tables

60 minutes

ICT Specialism 3: Spreadsheets

Outcome M3.U2.2

Outcome M3.U3.4

WHAT THIS LESSON DOES

Create a clean page showing both a chart and its data table. Format the table with banded rows and borders, align numbers, and place the chart beside the table without overlap. This prepares professional-looking evidence pages for projects or reports.

CURRICULUM OUTCOMES

Outcome	What the specification asks for
M3.U2.2	Generate and interpret charts, graphs and data tables appropriate to the data, to effectively communicate information from a spreadsheet.
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

- Pair charts with readable data tables
- Format banded rows, borders, and aligned numbers
- Place chart and underlying table cleanly on one page

BEFORE THE BELL

- Open the two versions of the sample sheet you will show at the start, so they are ready on the classroom screen.
- Optional: have matching_chart_table_terms ready as a pair check or exit ticket.
- Have two sample sheets ready on screen: messy chart-only vs tidy chart-plus-table.
- Demo Format as Table (Excel) and Alternating colours (Sheets) plus chart place only. Have paste-ready sample rows on the board.
- Optional: print or open matching_chart_table_terms as a pair check or exit ticket.
- List fallback data ideas on the board before IP: Work Experience hours, small-enterprise costs, club/match or content-view counts. Remind class of mid-IP save check.

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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 the first few formatting steps on the classroom screen.
- Circulate during independent practice to check use of own project or fallback data, not the ticket sample.
- Focus reflection on audience needs rather than appearance alone.
- Demonstrate chart positioning using a student screen share.

WHAT TO WATCH FOR

- Chart overlapping data - drag chart to the right of the table.
- Banded rows not showing - reapply the table style.
- Sticking with sample data - replace with personal project or fallback data.
- Wrong or missing filename - one file named sm3_chart_data_page in sm3.

DIFFERENTIATION

- Support: Offer a pre-formatted table template.
- Extension: Include a SUM formula total row using the one-line cue in the summary, and vary chart types.
- Support: Allow paired work for the initial task.