

Unit 2 Recap and Enterprise Spreadsheet Workshop

60 minutes

ICT Specialism 3: Spreadsheets

Outcome M3.U2.1

Outcome M3.U2.2

Outcome M3.U2.3

WHAT THIS LESSON DOES

Students consolidate Unit 2 learning by building a polished workbook with VAT or project calculations, charts and interpretation. They apply error handling and save their best Something Real work ready for the project portfolio.

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.
M3.U2.2	Generate and interpret charts, graphs and data tables appropriate to the data, to effectively communicate information from a spreadsheet.
M3.U2.3	Create and apply formulas and recognise error values in formulas.

WHAT STUDENTS SHOULD BE ABLE TO DO

- Consolidate Unit 2 learning into one polished multi-sheet workbook
- Apply VAT or project calculations, charts, interpretation, and error handling to your project type
- Save sm3_unit2_polished as your best Unit 2 Something Real work

BEFORE THE BELL

- Nothing to share: the step-by-step task prints the Harbour Craft starter table (headings plus the Item, Net and Qty columns), and each student pastes it into a new workbook named sm3_unit2_workshop. Stop anyone typing the product rows by hand, because they will still be typing when the class moves on to their own files.
- Print the polish checklist and sample table for any students needing paper reference.
- Write on the board: practice file = sm3_unit2_workshop; project file = sm3_unit2_polished.
- Check the folder path with the class: Project_Portfolio → 09_specialism → sm3 (create it together if it is missing).
- Nothing to share: students paste the Harbour Craft starter table printed on their step. Open one finished sample polished workbook on screen. Board: workshop = sm3_unit2_workshop; KA = sm3_unit2_polished; sm3 path.
- Nothing to share: students paste the Harbour Craft starter table printed on their step. Confirm Excel Online or Sheets logins. Write sm3 path and workshop vs polished filenames on the board.
- Board note: workshop = sm3_unit2_workshop; KA file = sm3_unit2_polished.

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HOW THE LESSON RUNS

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

TEACHING MOVES

- Confirm every screen shows the starter before the first formula demo.
- Model the first formula on screen, then let the written steps carry the rest.
- Keep the full twenty minutes for independent practice, because that is when students produce the workbook they will hand in; if the walkthrough is running long, cut the clinic on common issues rather than the practice time.
- Run the common issues table as a short whole-class clinic, diagnosing one error that is actually on a screen in the room.
- Encourage students to explain their chart interpretations aloud during reflection.

WHAT TO WATCH FOR

- Typing the product rows by hand instead of pasting the starter table: stop them and have them paste it from the step.
- Saving the sample as sm3_unit2_polished: rename the workshop file and start a fresh polished file for their own data.
- Division errors when ranges are empty: ensure formula references contain numeric data.
- COUNT on text labels returns 0: point COUNT at the quantity column.
- Missing interpretation text with charts: remind learners to add a short paragraph explaining what the chart shows.

DIFFERENTIATION

- Support: work from the pasted Harbour Craft starter table, and pair students for the error sweep so each one checks the other's file.
- Extension: a second chart type, or a deeper sentence on which Unit 2 skill changed a real project decision.