

## Filters: Understanding and Applying

60 minutes

ICT Specialism 3: Spreadsheets

Outcome M3.U3.1

### WHAT THIS LESSON DOES

Learn to turn on filters in spreadsheets and hide rows that do not match your rules. Apply core filters by value or number range, tell filters apart from sorts, and answer a project question with a named filtered screenshot for portfolio evidence.

### CURRICULUM OUTCOMES

| Outcome | What the specification asks for |
|---------|---------------------------------|
| M3.U3.1 | Understand and apply a filter.  |

### WHAT STUDENTS SHOULD BE ABLE TO DO

- Turn on filters and filter by value or numeric range
- Distinguish sort from filter
- Answer one project question with a filtered view and screenshot

### BEFORE THE BELL

- Optional: print the key concepts table for students who prefer paper references.
- Confirm the class standard workbook path 09\_specialism/sm3/ and which live project files students should open.
- Decide whether desktop Excel is available if any students attempt the colour-filter extension on Microsoft 365.
- Have one sample project sheet ready to demo filter on/off on the classroom screen. Confirm which class workbook name lives in 09\_specialism/sm3/.
- Optional: print the key concepts table for weaker readers as a desk reference.
- Confirm spreadsheet apps open on student devices. Prefer Data → Filter on Excel for the web. Decide whether desktop Excel is available for any colour-filter extension.
- Write the row-gap tip on the board before releasing independent practice.
- Have the matching pairs ready on screen or as a printed slip.
- One-minute data-source check for every student. Model question → rule → screenshot on the board. Collect sm3\_filtered\_view and sm3\_filtered\_view\_screenshot as KA evidence.
- Spot-check KA filenames in sm3 before dismissal.

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### HOW THE LESSON RUNS

|               |              |                      |
|---------------|--------------|----------------------|
| <b>5 min</b>  | introduction | Introduction         |
| <b>5 min</b>  | content      | Key concepts         |
| <b>18 min</b> | activity     | Step-by-step task    |
| <b>2 min</b>  | content      | Common issues        |
| <b>4 min</b>  | content      | Sort or filter check |
| <b>20 min</b> | activity     | Independent practice |
| <b>2 min</b>  | content      | Reflection           |
| <b>4 min</b>  | summary      | Lesson summary       |

### TEACHING MOVES

- Model Data → Filter and the first value filter on the classroom screen.
- Core path only for the guided task: value + numeric + named screenshot. Colour and multi-column are extension if time.
- Before independent practice, model one live question → column → rule → screenshot and leave it visible.
- One-minute data-source check: every student has live rows or the practice-table fallback plus two project rows.
- Pin "rows vanished = check row number gaps" on the board before independent practice.
- Collect sm3\_filtered\_view and sm3\_filtered\_view\_screenshot as Key Assignment evidence.

### WHAT TO WATCH FOR

- Confusing sort with filter: remind students that filters hide rows while sorts reorder them.
- Filter arrows not visible: instruct to click any cell in the data before turning filters on from Data.
- Reporting data as gone: ask students to check row numbers for gaps indicating hidden rows.
- Searching for British "Colour" in US-English menus: UI labels are Color.

### DIFFERENTIATION

- Support: stick to value and numeric filters; provide the practice-table fallback early.
- Support: pair students briefly for the matching check and reflection.
- Extension: colour filter (desktop Excel if web lacks it) and multi-column stack; summary triple-filter challenge.