

Gridlines and Print Area Selection

60 minutes

ICT Specialism 3: Spreadsheets

Outcome M3.U3.4

WHAT THIS LESSON DOES

Students learn to manage what prints from a spreadsheet. They toggle gridlines and set print areas to hide working cells, then save a print-ready PDF for a real reader such as a supervisor.

CURRICULUM OUTCOMES

Outcome	What the specification asks for
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

- Toggle gridlines on screen versus on the printed page
- Set and clear a print area to exclude working cells
- Apply a clear print area on a portfolio spreadsheet and save a print-ready PDF

BEFORE THE BELL

- Prepare a printed example of a messy spreadsheet (or the on-screen hours-log contrast) to show during the introduction.
- Confirm PDF download from print preview works on classroom machines for Excel for the web and Google Sheets.
- Have one sample multi-column spreadsheet ready on the classroom screen with intermediate calculation columns visible
- Confirm print preview and PDF download work on classroom machines for both Excel for the web and Google Sheets
- Be ready to demo one portfolio-style sheet choosing public vs working columns, then confirm PDF download path on classroom machines

Gridlines and Print Area Selection

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

- Demonstrate once on the classroom screen using the spreadsheet suite most common in the room.
- Before independent practice, model one portfolio-style sheet: public columns vs working columns, named reader, gridlines choice, then PDF export as 09_print_ready_preview_v1.
- Circulate during independent practice and verify each student's PDF in 09_specialism/sm3/ under the exact name 09_print_ready_preview_v1.
- Push students during reflection to name a real reader rather than saying it looks nicer.
- Match-up worksheet is optional for early finishers only; do not schedule it as a whole-class block.
- Student-facing framing uses 'Building on page setup'; keep Intermediate difficulty in metadata for this Stage 5 follow-on.

WHAT TO WATCH FOR

- Students assume gridlines off on screen also removes them from print. Solution: stress that on-screen and print gridlines are independent; print controls live under File → Print.
- Confusion between Excel storing a print area and Sheets deciding at export time. Solution: clarify once; Sheets evidence is the PDF (and a correct re-created preview), not a persisted setting.
- Untitled practice or evidence files. Solution: insist on hours_log_print_practice for the practice sheet and 09_print_ready_preview_v1 for the bankable PDF.

DIFFERENTIATION

- Support: Offer the pre-named hours-log practice sheet and the temporary Notes/Check column fallback.
- Extension: Have students create two reader versions of their spreadsheet as an added challenge.
- Extension: Encourage early finishers to consider which chart deserves a standalone print page, or complete the optional match-up.