

Printing Selected Charts

60 minutes

ICT Specialism 3: Spreadsheets

Outcome M3.U3.4

WHAT THIS LESSON DOES

Learn to export spreadsheet charts as clean PDFs: a chart-only page and a combined chart-plus-data page. Use a dedicated chart sheet, tight print ranges, and print preview so outputs suit a supervisor, sponsor, or Specialism portfolio check.

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

- Export a clean chart-only PDF using a dedicated chart sheet
- Check a data-range selection in print preview (without saving a separate data PDF)
- Export a combined chart-plus-data page as one readable PDF
- Choose chart-only versus combined output for the reader

BEFORE THE BELL

- Place sm3_print_sample (workbook with at least one working chart) in Project_Portfolio/09_specialism/sm3/ or link it on the board
- Print or prepare three example outputs for the introduction demonstration
- Plan to demo the chart_only helper-sheet path in both Excel Online and Google Sheets if the class is mixed
- Place sm3_print_sample (with at least one chart) in Project_Portfolio/09_specialism/sm3/ or link it on the board before class. Prepare three example outputs for the opening demo.
- File sm3_print_sample must be in Project_Portfolio/09_specialism/sm3/ or linked on the board before this step. Demo Excel Online and Google Sheets chart_only helper-sheet paths once each if the class is mixed.

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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
19 min	activity	Independent practice
5 min	content	Reflection
5 min	summary	Lesson summary

TEACHING MOVES

- Put the sample on screen before the warm-up so students without a project chart are not stuck
- Demonstrate helper-sheet chart-only export once per platform in use during the guided task
- Keep your guided demonstration to the chart-only path, because students build the combined page themselves in independent practice, where they do the layout, hide unused rows and columns in Excel Online and Sheets, and save sm3_chart_with_data.pdf
- Circulate during independent practice to check hide steps, print preview, and final filenames
- Focus discussion on selecting the right output for the audience
- Guided task uses sm3_chart_only_practice.pdf; independent practice banks the two final names

WHAT TO WATCH FOR

- Printing the entire workbook from the data sheet for chart-only - use a chart_only sheet first
- Skipping hide of spare columns/rows on combined export (Excel Online and Sheets) - empty trailing pages follow
- Using screenshots instead of PDF export - use Destination Save as PDF
- Skipping print preview - always review before exporting
- Overwriting practice evidence with final names too early - keep _practice files beside the final pair

DIFFERENTIATION

- Support: Offer the projected Common Issues table and pair work on the sample file
- Extension: Challenge students to produce a third PDF for another audience
- Support: Allow students who lack a project chart to complete finals on the sample with a sample-data note