

KA1 Workshop: Problem-Solving Spreadsheet

60 minutes

ICT Specialism 3: Spreadsheets

Outcome M3.U2.1

WHAT THIS LESSON DOES

In this workshop you will complete your Specialism Module 3 Key Assignment 1 by turning your problem statement into a working spreadsheet and writing a short explanation of how it solves the question.

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.

WHAT STUDENTS SHOULD BE ABLE TO DO

- Apply a spreadsheet to solve the problem statement written at the Module 3 kickoff
- Write a concise explanation of how the spreadsheet answers the question
- Bank Specialism Module 3 Key Assignment 1

BEFORE THE BELL

- Prepare the broken-KA contrast slide or sample sheet with a typed total.
- Prepare a four-heading sm3_ka1_explanation outline to distribute.
- Optional: thin-data inputs+calcs starter sheet for students still short on structure.
- Decide once: bank cloud files only, or also require named PDFs.
- Verify live Excel Online / Sheets currency menu labels against the image placeholders.
- Confirm each student can open their Module 3 problem statement and best workbook; decide the class PDF rule once.
- Have a three-block sample solver ready to project for a two-minute demo.
- Sample solver for live formula demo; optional thin-data starter sheet ready to share.
- Distribute explanation outline template; keep a simple KA1 tick list for the banking pass.

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HOW THE LESSON RUNS

5 min	introduction	Introduction
5 min	content	Key concepts
20 min	activity	Step-by-step task: lock the solver sheet
4 min	content	Common issues
18 min	activity	Independent practice
4 min	content	Reflection
4 min	summary	Lesson summary

TEACHING MOVES

- Type one full formula live on the board during the guided block before students copy.
- Circulate during the solver block to spot-check that results recalculate.
- Protect five minutes inside Independent Practice for the KA verification pass.
- Facilitate a short whole-class discussion in the reflection section.

WHAT TO WATCH FOR

- Hard-coded totals instead of formulas: Ask students to change an input and watch the result update.
- Explanations that list tools without reasons: Prompt "I used X because Y".
- Incorrect file naming: Check stems match the course KA1 convention before banking.

DIFFERENTIATION

- Support: four-heading explanation outline; optional starter solver layout; paired formula help.
- Extension: IF decision formula, second scenario column, break-even-units formula, chart or print area.