

LESSON 4 **How spreadsheets work**

AIMS – students should
<ul style="list-style-type: none"> • Learn how to enter data into computer • Learn to distinguish between population and sample

Teaching Objectives – students will be taught to	
Contents	<p>Work on a spreadsheet:</p> <ul style="list-style-type: none"> • Description <ul style="list-style-type: none"> ○ Format cells: date, number, currency. ○ Row, column, cell and formulae. • Change data • Create a Pie chart and Bar graph
Culture	<ul style="list-style-type: none"> • Respect class rules on the computer room • Help classmates • Be aware how sample are chosen
Communication	<ul style="list-style-type: none"> • Discuss with the partner how to insert data • Look at other groups' work and check results
Cognition	<ul style="list-style-type: none"> • Apply knowledge to insert data by themselves. • Know that if they change data, the spreadsheet makes the calculations automatically. • Discover other types of chart. • Apply knowledge to use a spreadsheet in other subjects

Learning Outcomes – students will be able to:

- 1) Insert and use formulae correctly.
- 2) Use Excel to make statistical graphs.
- 3) Use spreadsheet as a modelling tool

[Tasks and Timing](#)

[Handout 4](#)
