

# ICT (Data Handling) UKS2 Knowledge Organiser

## Sequence of Learning

<p>WALT</p> <p>To understand what a spreadsheet does</p> <p>To be able to identify key elements of a spreadsheet (cells, columns, rows and formula's)</p> <p>To know now how to manipulate rows and columns</p>	<p>We will investigate the layout of a spreadsheet on Excel, and then how to edit cells, rows and columns using <a href="#">spreadsheets</a></p>
<p>WALT</p> <p>To be able to adapt a previously created graph to add axis and titles</p>	<p>We will investigate the relationship between data on a spreadsheet and a graph. We will then look at different ways we can modify a graph, and label the axis.</p>
<p>WALT</p> <p>To know how to create a graph from prepared spread sheet data</p> <p>To know how to format the graph</p>	<p>We will learn how to create a graph in Excel when given data on a spreadsheet (using <a href="#">graphs</a>), and then how to reformat the graph (change how it looks) in order to see the best way to show the data.</p>

<p>WALT</p> <p>To be able to create graphs from data provided, but needs to input into a spreadsheet</p>	<p>We learn how to create our own spreadsheets when given raw data, and create our own graphs (making sure they represent the data in a clear manner)</p>
<p>WALT</p> <p>To understand the relationship between the cell data and the point on the bar or line graph</p> <p>To be able to create line graphs, and using scatter graphs where needed</p>	<p>We will learn how to manipulate the data in a spreadsheet to alter the positions of points on a graph to make shapes using <a href="#">smile</a>. We will then investigate when it is best to use a scatter graph as opposed to a line graph</p>
<p>WALT</p> <p>Design a form for a survey/questionnaire to collect the required data</p> <p>Collect data and enter it in to a database under appropriate field headings</p> <p>Create an appropriate graph for purpose</p>	<p>We will be learning how to create a questionnaire on a Google form, and use our new skills to input the data into an excel spreadsheet and create a graph that best presents the data.</p>

<p>WALT</p> <p>Present relevant data and appropriate graph to others</p> <p>Evaluate the effectiveness and impact of data collection</p>	<p>We will learn how to create a Powerpoint slide in order to present the data from our questionnaires to the rest of the class</p>

### Key Vocabulary

arrow - The arrow (or pointer) is the generally how the cursor will look as you move it around the screen.

axis (x, y) - The independent variable belongs on the x-axis (horizontal line) of the graph and the dependent variable belongs on the y-axis (vertical line). The x and y axes cross at a point referred to as the origin, where the coordinates are (0,0).

cells - Every spreadsheet is made up of rectangles, which are called cells. Columns are identified by letters (A, B, C), while rows are identified by numbers (1, 2, 3). Each cell has its own name—or cell address—based on its column and row

chart (bar, line, pie) A chart is a tool you can use in Excel to communicate data graphically. Charts allow your audience to see the meaning behind the numbers, and they make showing comparisons and trends much easier.

columns - A column is a vertical series of cells in a chart, table, or spreadsheet

cursor - A cursor is an indicator used to show the current position for user interaction on a computer monitor

formatting - Formatting refers to the appearance or presentation

graph (line, scatter) - types of charts

height - relating the vertical size of cells on a spreadsheet

highlight - to select a certain cell or groups of cells

width - relating to the horizontal size of cells on a spreadsheet

rows - A row is a horizontal series of cells in a chart, table, or spreadsheet

Links to prior learning: Students should have experience of using digital technology to gather and present data to provide evidence for change.

Links to future learning: In KS3 students will learn to undertake creative projects that involve selecting, using, and combining multiple applications, preferably across a range of devices, to achieve challenging goals, including collecting and analysing data and meeting the needs of known users