

Course Title: Excel

Unit Title: Introduction to Spreadsheets (NCFE Qualification)

Teacher Name: [Insert Name]

Sector: Secondary

Age Range: 14–15

Session Length: 45 minutes

Session	Topic	Learning Objective(s)	Lesson Activities	Resources
Cross Curricular Links (Non-teaching)				
Session 1	Introduction to Spreadsheets	<ul style="list-style-type: none">- Understand what a spreadsheet is and its main functions- Recognise the purpose and use of spreadsheets in everyday contexts	<ul style="list-style-type: none">- Brief discussion: What is a spreadsheet?- Teacher demonstration: Opening Excel and exploring the interface- Paired activity: Identify different areas of the Excel window (worksheet, ribbon, columns, rows, cells)- Q&A: Examples of spreadsheet uses in real life	<ul style="list-style-type: none">- Computers with Excel installed- Interactive whiteboard/projector- Worksheet: Labelling Excel interface
Session 2	Creating Data in Excel	<ul style="list-style-type: none">- Enter and edit data (text, numbers) in cells- Save and name spreadsheet files appropriately	<ul style="list-style-type: none">- Teacher-led demonstration: Typing text and numbers into cells- Individual task: Enter a given set of data into a new spreadsheet- Save and rename files practice- Quick quiz: Identify data types in provided examples	<ul style="list-style-type: none">- Computers with Excel- Practice data sheet- Step-by-step instruction handout

Session 3	Cell Addresses and Navigation	<ul style="list-style-type: none"> - Identify and use cell addresses (e.g. A1, B2) - Navigate efficiently within a worksheet 	<ul style="list-style-type: none"> - Explanation: What are cell addresses? - Demonstration: Selecting cells, using arrow keys, Go To function - Worksheet: Match cell address to position - Task: Enter information into specific cell addresses as directed 	<ul style="list-style-type: none"> - Computers with Excel - Cell address worksheet - Teacher guide for navigation techniques
Session 4	Functions of a Spreadsheet	<ul style="list-style-type: none"> - Describe common spreadsheet functions (calculation, organisation, analysis) - Identify how spreadsheets help with data management 	<ul style="list-style-type: none"> - Teacher presentation: Overview of spreadsheet functions - Group activity: Discuss how spreadsheets can improve tasks like budgeting, planning - Case study: Review example spreadsheet tasks and functions - Class discussion: Advantages of using spreadsheets 	<ul style="list-style-type: none"> - Computers with Excel - Presentation slides - Printed case study examples
Session 5	Sum Function	<ul style="list-style-type: none"> - Use the SUM function to add values in a range of cells - Understand the syntax of basic formulae in Excel 	<ul style="list-style-type: none"> - Demonstration: Creating a SUM formula using autosum and manual entry - Individual exercise: Calculate totals from given data sets - Error spotting: Find and correct mistakes in sample SUM formulae 	<ul style="list-style-type: none"> - Computers with Excel - Worksheet with sample data - Formula syntax guide
Session 6	Mathematical Symbols in Excel	<ul style="list-style-type: none"> - Identify and use mathematical symbols (+, -, *, /) for calculations - Create simple formulae using cell references and mathematical operators 	<ul style="list-style-type: none"> - Explanation: Mathematical symbols and their functions in Excel - Guided practice: Write formulae for addition, subtraction, multiplication, division - Paired activity: Complete a formula worksheet 	<ul style="list-style-type: none"> - Computers with Excel - Mathematical symbols handout - Formula worksheet

Session 7	Introduction to Conditional Formatting	<ul style="list-style-type: none"> - Understand what conditional formatting is - Apply basic conditional formatting rules to highlight data 	<ul style="list-style-type: none"> - Teacher demonstration: Applying colour scales and highlighting cells based on values - Task: Use conditional formatting to show highest/lowest values in a data set - Challenge: Create a rule to highlight entries above or below a specified value 	<ul style="list-style-type: none"> - Computers with Excel - Sample data sets - Step-by-step guide to conditional formatting
Session 8	Graphs and Charts: Basics	<ul style="list-style-type: none"> - Identify different types of graphs and charts in Excel - Create a simple bar chart from data 	<ul style="list-style-type: none"> - Introduction: Types of charts (bar, column, pie) - Demonstration: Select data and insert a bar chart - Individual activity: Make a chart using provided data - Discussion: When to use each chart type 	<ul style="list-style-type: none"> - Computers with Excel - Pre-prepared data sets - Charting instructions handout
Session 9	Graphs and Charts: Advanced Features	<ul style="list-style-type: none"> - Customise charts (titles, axis labels, legend) - Interpret information from charts 	<ul style="list-style-type: none"> - Demonstration: Editing chart elements (title, axis, colours) - Individual task: Customise a chart and present findings - Paired discussion: What does this chart show? 	<ul style="list-style-type: none"> - Computers with Excel - Chart customisation worksheet - Example charts for interpretation
Session 10	Practical Data Entry and Formatting	<ul style="list-style-type: none"> - Enter, edit and format a realistic data set - Apply formatting for clarity (font, cell borders, alignment) 	<ul style="list-style-type: none"> - Teacher demonstration: Formatting options - Task: Format a provided spreadsheet for clarity and presentation - Peer review: Check each other's work for accuracy and neatness 	<ul style="list-style-type: none"> - Computers with Excel - Formatting guide - Sample data for entry
Session 11	Using Formulae for Data Analysis	<ul style="list-style-type: none"> - Use formulae to perform basic analysis (average, minimum, maximum) 	<ul style="list-style-type: none"> - Demonstration: AVERAGE, MIN, MAX formulae 	<ul style="list-style-type: none"> - Computers with Excel

		<ul style="list-style-type: none"> - Understand how formulae help summarise data 	<ul style="list-style-type: none"> - Individual practice: Calculate summary statistics from data - Group discussion: How do these help interpret data? 	<ul style="list-style-type: none"> - Formulae reference sheet - Practice data set
Session 12	Review and Assessment	<ul style="list-style-type: none"> - Demonstrate understanding of topics covered - Complete a summative practical task using Excel skills 	<ul style="list-style-type: none"> - Brief recap of key topics - Assessment task: Create and format a spreadsheet with calculations and a chart - Self-assessment: Review learning objectives tick list 	<ul style="list-style-type: none"> - Computers with Excel - Assessment instructions - Learning objectives checklist