

Solving Problems

General Notes for the Spreadsheets Unit

Demonstrating with the Spreadsheet

Two copies of the spreadsheet are provided: a teacher copy, which has final solutions with completed data or formulas and a child copy, which is designed for the children to open and work with during the lesson.

As preparation before the lesson, the child copy should be made available to children in a location so they can access and open it. They should be instructed to save a copy of the file with their own file name as soon as they open it.

The teacher copy is intended for use alongside the lesson presentation. Whilst the lesson presentation provides prompts and guidance in how to complete tasks, the best method of teaching will also include demonstrating with the active spreadsheet. Teachers are encouraged to try out any required features and demonstrations prior to the lesson.

Spreadsheet Software

In some cases, the instructions may refer specifically to Microsoft Excel. Wherever possible, it has been the intention to keep instructions generic so that any spreadsheet software can be used. However, it has been necessary to explain some processes based on the specific layout of Excel. Most new versions of Excel have broadly the same layout and location of functions or tools, but this can differ on occasions.

Specific Notes for Lesson 4: Solving Problems

Multiple Columns

To select multiple columns, click on the first column heading you wish to be selected. Then expand the selection across adjacent columns without releasing the mouse button. All columns in the selection will be formatted in the same way whilst selected.

Note: By adjusting the column width of one column within a selected range, all columns in the selection will be adjusted in the same way.

Merging Cells

Cells may be merged for example to make a heading cross over more than one column. Use the menu button 'Merge and Centre'. The contents of the cell can still then be aligned as desired afterwards, within the merged cells.

Further merging options do appear within the drop-down menu of the button as well as the ability to 'unmerge' cells if required.