Computing - Summer Term – Year 3

This term's eSafety focus includes what is meant by netiquette and why it is important.

Pupils will be introduced to spreadsheets, will learn how they can be used as well as learn skills including basic formatting and graphs.
This may be on MS Excel or Google Sheets.

In this unit children will:

- Understand that good online behaviour is important for making the internet an enjoyable place for everyone.
- Understand that email is a widely used form of digital communication that lasts forever and can be shared.

- Be able to enter data into cells.
- Be able to format cells (change their appearance)
- Use basic functions such as SUM
- Create basic graphs to show data in different ways.

Prior Learning

eSafety is taught in every year group.

Cross Curricular Links

PSHCE Rights & responsibilities

Maths - data handling, graphs

Key Vocabulary

Spreadsheet – an electronic document for managing data (numbers and information)

Cell - is one unit (area) on a spreadsheet

Formula – instructions that allow the user to make calculations

Rows begin with a number and are horizontal, like a row of seats at the cinema.

Columns are lettered and are vertical – like columns in a Roman building (up and down)

Function – these are used to perform calculations or other actions on the data/information on the spreadsheet
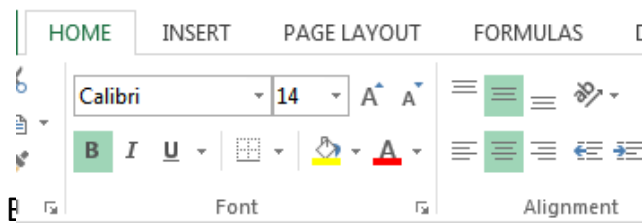
Key Knowledge

The names of different parts of a spreadsheet:

- **Cell** – this is one rectangle on the grid
- **Rows** begin with a number and are horizontal (side to side)
- **Columns** are lettered and are vertical (up and down).

- Spreadsheets are similar to Word documents - you can change the way they look (such as with **bold** or *italic* or changing the Size or font) and add colours.

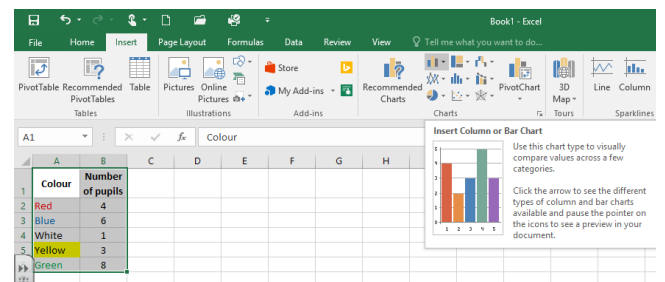between A and B, you can make the column wider or narrower.
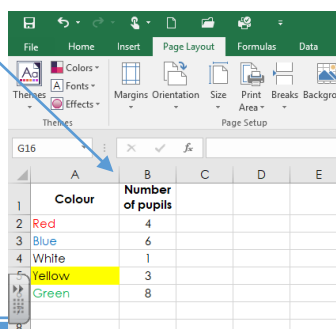
Microsoft Excel and Google Sheets are examples of spreadsheet software (programmes).

Spreadsheets are a great way to share data (such as information and especially numbers).

After entering the data, click on insert and select the graph that is best suited to your information.

Key Questions

- Can you explain to a friend what good netiquette is?

- How long can an email last for?

- Can you change the size of a row?

- How can you align everything in the centre of a cell?