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| KS3 Programme of Study: Activities Week | |
| **Design, use, and evaluate computational abstractions that model the state and behaviour of real world problems.** | |
| Tutorial 3 | * Revise basic spreadsheet skills (cell references, formulas, operators, functions, autosum, autofill, charts) * Produce spreadsheet solutions to simple financial and other everyday problems |
| Tutorial 5 | * Create a spreadsheet model to explore the cost of proposed activities for the week * Change variables in the spreadsheet model to target particular goals |
| **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.** | |
| Tutorial 1 | * Organize an Activities week by designing, creating, and using a spreadsheet questionnaire to collect data about the popularity of proposed events for the Activities Week * Collect primary data by using this questionnaire * Understand the differences between open and closed questions to collect data * Understand how to write survey questions so that data collected can be easily quantified and manipulated * Understand how to use coded answers to enable easier manipulation of data collected |
| Tutorial 2 | * Carry out the survey by using paper or face to face methods * Understand the advantages and disadvantages of carrying out a survey using paper and digital methods, and how the latter can be more environmentally friendly as it saves the cost of printing * Understand how to choose a suitable audience sample to conduct a survey * Create an email contacts list to send one mail to many recipients * Carry out a digital survey by means of attaching a spreadsheet questionnaire to an email |
| Tutorial 3 | * Revise basic spreadsheet skills in order to process the results of the survey |
| Tutorial 4 | * Use a spreadsheet to tally and manipulate data from a survey * Understand how charts can be used to present survey data in an easy to read format; select and use suitable chart types to present the data which has been collected * Use sort and filter tools to organise spreadsheet data so that it can be processed more easily |
| Tutorial 5 | * Work out the cost of a proposed activity by identifying the separate costs which go to make up the total, and using a spreadsheet to model different scenarios surrounding the activity |
| Tutorial 6 | * Promote an activity by using a standard business letter to inform parents about the week, and by creating part of the brochure used to advertise the week |
| **Create, re-use, revise and re-purpose digital artefacts for a given audience, with attention to trustworthiness, design and usability.** | |
| Tutorial 1 | * Create a spreadsheet which can be used as either a printed, or an electronic questionnaire * Design the questionnaire efficiently, so that:  1. it makes good use of the available space, 2. enables data to be entered and processed efficiently 3. allows data to be processed easily according to age or gender |
| Tutorial 3 | * Create several spreadsheet solutions to typical financial and everyday problems |
| Tutorial 4 | * Create charts which display the results of the survey in suitable formats, and present the results of the survey in a report |
| Tutorial 5 | * Create a spreadsheet model which enables teachers to work out the proposed cost of an activity according to a number of variables which may change |
| Tutorial 6 | * Create a standard business letter and a booklet to publicise the Activities Week * Understand the audience needs of these documents * Plan and layout the documents according to standard business models * Choose whether to create standard documents using a Word Processor, or a DTP program; understand the differences and advantages of each type of program * Create, edit, and format the text and graphics required for these documents * Check the accuracy of these documents, to ensure that they are fit for purpose |
| **Understand a range of ways to use technology safely, respectfully, responsibly and securely, including protecting their online identity and privacy; recognise inappropriate content, contact and conduct and know how to report concerns.** | |
| Tutorial 1 | * Understand that primary data collected by means of a questionnaire must preserve the identity and confidentiality of the participants |
| Tutorial 2 | * Conduct the survey so that anonymity of the participants is not compromised in any way |