**North East School Division**

**Unpacking Outcomes** - Information Processing  
Module 15A: Spreadsheets A (Core)

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| **Unpacking the Outcome** | | |
| Investigate --> purpose of spreadsheets  Investigate --> characteristics of spreadsheets | | |
| **Outcome**(circle the verb and underline the qualifiers) | | |
| Investigate the purpose and characteristics of spreadsheets. | | |
| **KNOW** | **UNDERSTAND** | **BE ABLE TO DO** |
| **Vocabulary:**  Spreadsheet, benefit, limitation, functionality, feature, database, formula bar, name box, mouse pointer, column letter, row numbers, sheet tabs, task pane, help feature, tab scrolling buttons, toolbar, software, mobile app, desktop version,  **Spreadsheet components**:  cell, row, column, cell address, active cell, current cell, range, workbook and worksheet, functions, formula,  **Spreadsheet functions:**  formatting, filtering, sorting and calculations.  **Three types of information:**  Label, value, formula  **Formatting options:**  row height, column width, borders, numerical formats, alignments and fills. | * That spreadsheets have distinct purposes and uses that make them different from other documents and databases * Spreadsheets have distinct benefits and limitations * Spreadsheets have distinct components, features and functions and knowing these things makes spreadsheets increasingly useful and functional overall * A cell can contain various types of information * Spreadsheets exist in various formats and each format has its own strengths and drawbacks * Spreadsheets are more flexible than a person might realize | 1. Provide a definition for the term spreadsheet. 2. Describe the purpose, benefits and limitations of spreadsheets. 3. Discuss practical uses for spreadsheets. 4. Compare the features and functionality of a spreadsheet with those of a word document or a database. 5. Explain common spreadsheet components 6. Demonstrate common functions available in spreadsheets 7. Distinguish among the three types of information (label, value, formula) a cell can contain. 8. Identify the formula bar, name box, mouse pointer, column letters, row numbers, sheet tabs, task pane, help feature, tab scrolling buttons and toolbars in a spreadsheet application. 9. Compare the features and functionality of various spreadsheet software and mobile apps. 10. Compare the features and functionality of desktop and mobile versions of a specific spreadsheet application. 11. Explore formatting options available in spreadsheets |
| **ESSENTIAL QUESTIONS** | | |
| What are the purposes and uses of spreadsheets and how would we recognize them?  What are some of the benefits of a spreadsheet? What are some of the limitations?  How do spreadsheets function? How can we make spreadsheets accomplish specific needs and outcomes?  How are spreadsheets flexible? How are they inflexible?  Why do people use spreadsheets? How are they the most useful?  How might we become comfortable with using a spreadsheet? (with the language of a spreadsheet) | | |