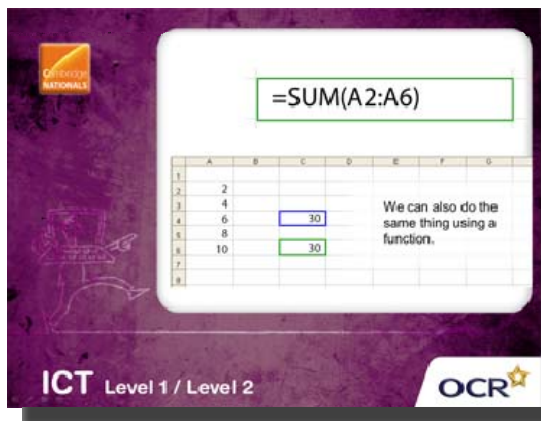


Functioning Well

Instructions

This instruction sheet should accompany the OCR resource 'Functioning Well', which supports Cambridge Nationals in ICT Unit 3 – Handling data using spreadsheets



Associated Files:

Functioning_Well
(MS PowerPoint – 4.5 Mb)

Expected Duration:

Approx. 10 – 15 minutes

Functioning Well is a PowerPoint presentation that revises the topic of spreadsheet formulas and introduces the topic of spreadsheet functions.

Preparation:

There is little or no preparation for this task.

The Activity:

The presentation is broken into two lessons, each of which can be run as a stand-alone presentation:

Lesson 1 - Revising Formulas

This lesson covers the basic information about simple formulas that use real numbers or simple cell references.

Lesson 2 – Introducing Functions

This lesson introduces the idea of functions as a special type of formula. It covers the standard layout of a function statement and goes through specific examples of functions such as SUM, MAX, TODAY and IF.

Teacher's may also find this resource helpful in supporting Unit 2 – Using ICT to create business solutions.

LESSON*Elements*

The building blocks you need to construct informative & engaging lessons

To give us feedback on, or ideas about, the OCR resources you have used e-mail resourcesfeedback@ocr.org.uk

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