Pupil Notes: Using Modelling

⚙ Look at examples of spreadsheet models your teacher has given you. Talk about what they are for and why they work well.

⚙ Now look at the spreadsheet your teacher has given you. Discuss it with your teacher and identify the cells in the table.

⚙ Enter the information that your teacher has given you, or you have found, into the spreadsheet. Check that each entry is correct.

⚙ Use the spreadsheet model to make a prediction or solve a simple problem.

⚙ Save your spreadsheet and any graphs using a filename that will help you and others know what it is.

⚙ Ask a classmate to look at your work, while you look at theirs. Are your results the same? Talk about what works well and what you could improve.

Pupil Notes: Using Modelling

- ⚙ Look at examples of spreadsheet models your teacher has given you. Talk about who might use each spreadsheet and why it is useful.

- ⚙ Now look at the scenario your teacher has given you. Discuss it with your teacher and identify the cells you will need for your spreadsheet model.

- ⚙ Design a data collection sheet and collect or collate the information for your spreadsheet.

- ⚙ Create your spreadsheet, asking your teacher for help if you need it.

- ⚙ Enter the information you have collected, checking that each entry is correct.

- ⚙ Use the spreadsheet model to make a prediction or solve the problem your teacher has given you.

- ⚙ Save your spreadsheet and any graphs using filenames that will help you and others know what they are.

- ⚙ Ask a classmate to look at your spreadsheet model. Talk about what works well and what you could improve.

Pupil Notes: Using Modelling

⚙ Find and review examples of spreadsheet models. Identify the key characteristics that make them effective. Make a note of this research in your project diary.

⚙ Now look at the scenario your teacher has given you. Create a plan for your spreadsheet model by thinking about who the spreadsheet is for and what information they need. Use appropriate spreadsheet language to support your planning.

⚙ Think about the audience and purpose at all times while planning and editing your work.

⚙ Based on your plan, design a spreadsheet model suitable for recording the required information. Collect or collate the information for your spreadsheet.

⚙ Enter the information you have collected or collated, checking that each entry is correct. Also set up any graphs you identified in your plan.

⚙ Use the spreadsheet model to make a prediction or solve the problem your teacher has given you.

⚙ With a classmate, test your spreadsheet. Use feedback from this testing to make any changes, if necessary.

⚙ Save your work as you go along, using relevant filenames.

⚙ Refer back to your research notes in your project diary. Make a note of at least two key features that make your spreadsheet effective for its intended audience and purpose.

⚙ Consider which aspects or characteristics of your spreadsheet you would improve. Make a note of this in your project diary.

Pupil Notes: Using Modelling

⚙ Find and review examples of spreadsheet models. Identify the key characteristics that make them effective. Decide which of these characteristics are relevant to your project. Justify why you intend to incorporate them into your spreadsheet. Make a note of this justification in your project diary.

⚙ While planning your spreadsheet consider the needs of your specific audience. Note these in your project diary as objectives for your final product. Refer back to your notes during the design process to ensure that you are meeting these objectives.

⚙ Now look at the scenario your teacher has given you. Create a plan for your spreadsheet model by thinking about who the spreadsheet is for, what information they need, and any validation techniques needed. Use appropriate spreadsheet language to support your planning.

⚙ Think about the audience and purpose at all times while planning and editing your work.

⚙ Based on your plan, design a spreadsheet model suitable for recording the required information. Collect or collate the information for your spreadsheet.

⚙ Enter the information you have collected or collated into your spreadsheet, using validation techniques to check data. Set up any graphs or reports that you identified in your plan.

⚙ Using the scenario your teacher has given you, test your spreadsheet model with a classmate. Highlight areas that you need to develop further in your project diary. Make changes as appropriate. Repeat this testing process until your finished spreadsheet is as close to your original intention as possible, taking into account your objectives.

⚙ Save your work as you go along using relevant filenames. Compress files to reduce storage space. This allows you to share them electronically with others.

⚙ Make notes in your project diary to justify how your spreadsheet meets your original objectives. Make specific reference to your audience and purpose. Record any objectives that it does not fully meet.