

## Strand Collecting and Analysing :- Using RM Number Magic for Spreadsheets

<p><b>COLLECTING AND ANALYSING Spreadsheet</b> 5-14 B/C "Use simple spreadsheets and show an understanding of the information displayed"</p> <p>Recognise the grid layout of a spreadsheet program. Start using terms: <b>rows, columns, cells</b></p> <p>Enter simple data, highlight data and make simple bar charts</p> <p>Use selected ready-made spreadsheets</p>	<p>Use Number Magic, Yellow Level, 'Start a new file'.</p> <p>Introduce the spreadsheet by practising: Clicking on cells, moving to different cells (eg with arrow keys, enter key, mouse), highlighting a block of cells, entering text and numbers using the number pad, changing the content of the cell</p> <p>Use 'An Introduction to Using Spreadsheets with RM Number Magic', Level B activities 1-5</p> <p>Open the 'Exercises' file within Number Magic to access ready-made spreadsheets</p>	<p>RM Number Magic booklet from the RM Teachers Toolkit explains how the software works</p> <p><b>(CTB)</b> Publication from MEC, circulated to all schools, September 2002, and all files now in the Number Magic folder in the Curriculum Topic Bank.</p> <p>List of ready-made activities suitable for this level can be found in above booklet.</p>	<div style="border: 1px solid black; padding: 5px; font-weight: bold; font-size: 1.2em;">Primary 4</div>
<p>At end of P4 pupils will have completed Level B and are working towards Level C at this point</p>			

<p><b>COLLECTING AND ANALYSING Spreadsheet</b> 5-14 B/C "Enter data into a simple spreadsheet"</p> <p>Recognise the grid layout of a spreadsheet program. Use terms: <b>rows, columns, cells, formula builder, sum</b></p> <p>Enter simple data, highlight data and make simple bar charts</p> <p>Enter a formula to find totals, using the 'Sum' feature</p> <p>Use selected ready-made spreadsheets</p>	<p>Use progressive set of activities outlined in the booklet:</p> <p>'An Introduction to Using Spreadsheets with RM Number Magic', Level B activities 6-10 Part 2, Level C activities 1-8</p> <p>Open the 'Exercises' file within Number Magic to access ready-made spreadsheets</p>	<p>Publication from MEC, circulated to all schools, September 2002 and in <b>[CTB]</b> Number Magic folder in the Curriculum Topic Bank</p> <p><b>[CTB]</b> 'Data Fish Shop' file in Number Magic folder in the Curriculum Topic Bank</p> <p>List of ready-made activities suitable for this level can be found in above booklet</p>	<div style="border: 1px solid black; padding: 5px; font-weight: bold; font-size: 1.2em;">Primary 5</div>
<p>AT the end of P5 Pupils are still working towards Level C at this point</p>			

<p><b>COLLECTING AND ANALYSING Spreadsheet</b> 5-14 C/D "Set up a simple spreadsheet. Create suitable charts from the spreadsheet data"</p> <p>Use terms: <b>rows, columns, cells, formula, sum, total, maximum, minimum, average</b></p>	<p>Use RM Number Magic Blue Level</p> <p>Use progressive set of activities outlined in the booklet:</p>	<p>At Red Level, decimal Number Functions are too complex. There is also no access to the ready-made Exercises files</p>	<div style="border: 1px solid black; padding: 5px; font-weight: bold; font-size: 1.2em;">Primary 6</div>
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**Primary 6**

<p>Set up a spreadsheet including labels, data and formulae (sum, + add, - subtract, *multiply. /divide)</p> <p>Select appropriate graph/chart type</p> <p>Format graphs/charts to include titles, axis labels, colour, legend (key) for pie chart</p> <p>Copy and paste graphs/charts to WP / DTP programs and interpret the output in a short report</p> <p>Use selected ready-made spreadsheets</p>	<p>'An Introduction to Using Spreadsheets with RM Number Magic', Part 3, Level D activities 10 -15</p> <p>This reinforces Maths activities at this level</p> <p>See Graphic Manipulation section above</p> <p>Open the 'Exercises' file within Number Magic to access ready-made spreadsheets</p>	<p>Publication from MEC, circulated to all schools, September 2002 and in <b>[CTB]</b> Number Magic folder in the Curriculum Topic Bank</p> <p>Other resources: <b>[CTB]</b> 'Worksheet Using Spreadsheets1' file in Number Magic folder in the Curriculum Topic Bank <b>[CTB]</b> 'Worksheet Number Puzzle' file in Number Magic folder in the Curriculum Topic Bank</p> <p>List of ready-made activities suitable for this level can be found in above booklet</p>	<p>At the end of P6 pupils have completed Level C and are working towards Level D</p>
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**Primary 7**

<p><b>COLLECTING AND ANALYSING Spreadsheet</b> <i>5-14 D "Set up a simple spreadsheet. Create suitable charts from the spreadsheet data"</i></p> <p>Use terms: <b>rows, columns, cells, formula, sum, total, maximum, minimum, average, graph more than one data set</b></p> <p>Set up a spreadsheet including labels, data and formulae (sum, + add, - subtract, *multiply. /divide)</p> <p>Select appropriate graph/chart type</p> <p>Format graphs/charts to include titles, axis labels, colour, legend (key) for pie chart</p> <p>Copy and paste graphs/charts to WP / DTP programs and interpret the output in a short report</p> <p>Use selected ready-made spreadsheets</p>	<p>Use RM Number Magic Blue Level Some teachers may prefer to use MS Excel</p> <p>Use progressive set of activities outlined in the booklet:</p> <p>'An Introduction to Using Spreadsheets with RM Number Magic', Part 3, Level D activities 16-20</p> <p>This reinforces Maths activities at this level</p> <p>See Graphic Manipulation section above</p> <p>Open the 'Exercises' file within Number Magic to access ready-made spreadsheets</p>	<p>At Red Level, decimal Number Functions are too complex. There is also no access to the ready-made Exercises files</p> <p>Publication from MEC, circulated to all schools, September 2002 and in <b>[CTB]</b> Number Magic folder in the Curriculum Topic Bank</p> <p>Other resources: <b>[CTB]</b> 'Worksheet Enterprise Birthday/Xmas Cards' file in Number Magic folder in the Curriculum Topic Bank <b>[CTB]</b> 'Worksheet WWII Evacuation Statistics' file in Number Magic folder in the Curriculum Topic Bank</p> <p>List of ready-made activities suitable for this level can be found in above booklet</p>	<p>At the end of P7 pupils and are working towards Level D</p>
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