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| **Minor Award Name** | Spreadsheets |
| **Minor Award Code** | 3N0542 |
| **Level** | **3** |

**Suggested resources to support delivery:**

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| **Theme/Topic** | **Type** | **Relevance** | **Author/Source** | **Web Link** |
| Introduction to Spreadsheets | Book | This book has a lot of useful examples and explanations in it. Useful across all of the topics listed here. | Excelling in Spreadsheets by Alan Dillon (Published 2020) | Boru Press [www.borupress.ie/bookshop](http://www.borupress.ie/bookshop): Raw data and solutions available on the website for download also |
| Web based document | Basic text document on introduction to spreadsheets. LOs met are   * Recognize basic parts of spreadsheet window * Read a spreadsheet with data * Make changes in a spreadsheet | 2.ups.edu | <http://www2.ups.edu/community/tofu/lev2/mathconcepts/spreadsheet/intsprdshts.htm> |
| Web based document | This downloadable PDF document is written specifically for teachers using spreadsheets for classroom management. The following areas are covered, theory and exercises are good.  Understanding the basic concepts of a spreadsheet, including:  • the idea of templates  • cells, rows and columns  • cell coordinates  • entering data into a spreadsheet cell  • Setting up labels, including:  • setting column widths and  • aligning data in cells  • entering column and row labels   * Creating and copying formulas   • Making changes in a spreadsheet  • inserting and deleting rows and columns  • Producing a printed copy of the contents of a spreadsheet document  • Appreciating the power of spreadsheet templates | Bernard Poole, Lorrie Jackson, Rebecca Randall | <http://www.pitt.edu/~edindex/OfficeXPTutorials/Lesson4XP.pdf> |
| Web based document | This site covers the concepts of spreadsheets from a basic introduction to mathematical expressions | CCM.net | <http://ccm.net/contents/675-introduction-to-spreadsheet-concepts> |
| Web Based PDF Document | Microsoft Excel Tutorial Handout  Simple step by step notes on how to complete basic tasks within word.  Includes a:   * Table of short cut keys to navigate spreadsheet screen. * Labelled screen shot of the spreadsheet screen * Glossary of component of spreadsheet | Graven Hurst | <http://www.gravenhurst.ca/en/library/resources/Excel_Handout.pdf> |
| Significance of  using spreadsheet applications | Workbook | Worksheets for demonstrating learners ability to explain LO 1   * What spread sheets are used for? * The advantages of spreadsheets over paper based systems. * The main features of spreadsheets. | Janna Tierney  Available to purchase from Educoot.org | <http://educoot.org/infoeducootcom/level-3-spreadsheets> |
| Rudimentary terminology | Web based tutorials and notes | Comprehensive list of terminology used in spreadsheet applications. Good explanations. Page 1 gives a good introduction to spreadsheet. Page 2 has links to Tutorials, How-To Videos and Documents | Suny Broome | <http://w.sunybroome.edu/basic-computer-skills/functions/spreadsheets/2spreadsheets_terminology.html> |
| Rudimentary terminology | Web based article | Worksheets and Work Books  Outlines details of workbooks and worksheets | Ted French  Thought Co | [https://www.thoughtco.com/worksheet-and-workbook-3124111](https://www.thoughtco.com/worksheet-and-workbook-3124111%20) |
| Rudimentary terminology | Website | Tech Terms Dictionary Useful site for learners to look up the meaning of terms | Tech Terms | <https://techterms.com/> |
| Creating a basic spreadsheet | Web based video | 13 minute Microsoft Excel Tutorial for beginners who want to make a basic spreadsheet in Excel.  This tutorial demonstrations how to make columns and rows that add up or sum automatically. Beginners in Excel will find this an easy tutorial to follow | Computer Basics | <https://www.youtube.com/watch?v=0W_933RnCXM> |
| Using a Spreadsheet Application | Book | **Introducing ICT – Basic to Intermediate**  This book provides numerous assignments, along with some theory at both basic and intermediate level. Unit 3 covers Spreadsheets with a basic introduction. The assignments are graded and progressive to suit all abilities. | Teresa Walsh  Available to purchase from Gill Education | <http://www.gilleducation.ie/secondary-information-technology/secondary-information-technology/introducing-ict>  Can also be purchased from this site as an eBook |
| **Computer Applications** | Book | **Essential Computer Applications**  Explained in a simple and logical manner, which are supported with business like examples  Each chapter starts with defined learning objectives, and ends with a recap of the key points.  A Glossary of Terms is provided at the end of each section  Chapter 4 is an Introduction to Spreadsheets with sample exercises and questions/solutions | Seamus O'Neill and Gerard Morgan  Available to purchase from Gill Education | <http://www.gilleducation.ie/computer-applications/computer-applications/essential-computer-applications-4th-edition> |
| Excel Math Basics | Website | Tutorials on different aspects of spreadsheet. This section of the website covers, basic math formulas, mathematical order of operations, calculating percentages in spreadsheets and copying and pasting formulas. | Keynote Support.com | <http://www.keynotesupport.com/excel-basics/excel-math-formulas.shtml> |
| Formulas | Youtube Video | Demonstration of using formulas and some functions – simple and easy to follow. Shows the learner two different methods of creating formulas | Andy Mahn | <https://www.youtube.com/watch?v=NzwQ_BbD2G4> |
| Formulas and Functions | Website | This website provides assistance with Excel functions and formulas. There are numerous examples and exercises and functions introduced in later products are shown. | Excelfunctions.net | <http://www.excelfunctions.net/Basic-Excel.html> |
| Use Excel as your calculator | Web site | Microsoft Office have a comprehensive website with help and assistance to complete tasks within their spreadsheet application. This resource demonstrates how to use Excel as a calculator. Adding another significant use for learners. There is a table with the specific key or key combinations to be used to mimic the buttons on a calculator | Microsoft Office | <https://support.office.com/en-ie/article/Use-Excel-as-your-calculator-a1abc057-ed11-443a-a635-68216555ad0a> |
| Theory, Quizs and Practical Exercises | Web Based | Teach-ict.com  The theory and quiz’s are appropriate to compound learning both in and outside of class the practical exercises are subscription only | Teach-ICT | <http://www.teach-ict.com/gcse_new/spreadsheets/spreadsheets/home_spreadsheets.htm> |
| Extra Lessons in Excel | Web Based Tutorial | This site has a comprehensive course on Spreadsheet. It is broken down into three sections. Basics, Common Tasks and Doing more. The basic section is relevant to L3 Spreadsheet, sub sections include basics, formulas, formatting, and modifying cells | GCFLearnfree.org | <https://www.gcflearnfree.org/excel2010/> |
| Health and Safety in Using Computers | Website  Tutorial | Concise tutorial on health and safety in using computers – The link provided is on H & S with assessment links | BBC Bitesize | <http://www.bbc.co.uk/education/guides/zkyg87h/revision/1> |
| Health and Safety in Using Computers | Website  Video tutorial | Short video demonstrating office ergonomics. | Health and Safety Authority | <http://www.hsa.ie/eng/Workplace_Health/Manual_Handling/Manual_Handling_Risk_Assessment_Videos_Series_2/Manual_Handling_Video_series_2_Flash_Files/Office_Ergonomics.html> |
| Environmental Impact Reduction | Website  Article | How can I minimize my computer's impact on the environment?  Clear points on reducing environmental impact when using computers | Indianan University | <https://kb.iu.edu/d/erth> |
| Health and safety procedures | Workbook | Unit 1 Health and Safety Procedures  Worksheets for demonstrating learners ability to explain LO 7  Evidence that the learner has applied appropriate health, safety and personal hygiene procedures when using a computer. | Janna Tierney  Available to purchase from Educoot.org | <http://educoot.org/infoeducootcom/level-3-spreadsheets> |
| Printing ranges, pages, selections in spreadsheets | Computer based | Help in Spreadsheet programme. Using the help facility in this program. The notes are applicable to the version being used. Once opened click on the heading to expand the notes | Microsoft | Use the help facility in Excel, search for printing assistance. |
| Web based tutorial | Short video tutorial on basic printing in spreadsheet. Very well explained and demonstrated. | 10 Minute Train | <https://www.youtube.com/watch?v=TElEuzZLTIU> |

**Useful Organisations:**

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| **Name** | **Contact Information** |
| Educoot Resources | TELEPHONE: +353-49-9527986 MOBILE: 0838172617  EMAIL: [info@educoot.org](file:///C:\Users\noelenesharkey@cmetb.ie\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\KYHMAOAZ\info@educoot.org)  WEBSITE: [www.educoot.org](file:///C:\Users\noelenesharkey@cmetb.ie\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\KYHMAOAZ\www.educoot.org) |
| Teaching ICT | <http://www.teach-ict.com/> |
| Tech Terms | <http://techterms.com/> |
| Gill Further Education | <http://www.gilleducation.ie/computer-applications> |
| ECDL | [http://www.ecdl.org](http://www.ecdl.org/programmes/index.jsp?p=2927&n=2941) |
| National Council for Curriculum and Assessment (NCCA) | [www.ncca.ie](http://www.ncca.ie) |
| Quality and Qualifications Ireland (QQI) | [www.qqi.ie](http://www.qqi.ie) |
| Further Education Support Service (FESS) | [www.fess.ie](http://www.fess.ie) |
| Alison | <https://alison.com/> |
| GCF Learn Free | <https://www.gcflearnfree.org/> |

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| **MOOCs (Massive Online Open Courses)** | |
| Free access to online courses  Search regularly for new courses and new start dates | <https://www.mooc-list.com/> |