Foxford Learning Plan

YEAR 10

CAB 1 – Learning Aim A Collecting, Presenting and Interpreting Data

Spring 2

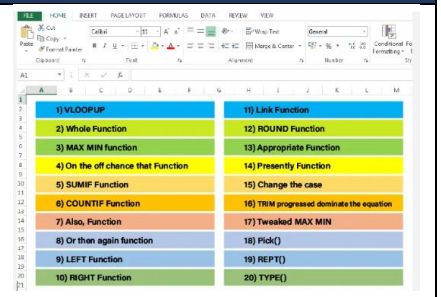
Key Vocabulary

A1: Characteristics of data and information	Data and information: meaning, structure, context and processing
A2: Representing information	How to present information: text, numbers, tables, graphs/charts and infographics
A3: Ensuring data is suitable for processing	Making data suitable for processing: validation: range, type, look up, presence and length checks and verification: proofreading and double entry
A4: Data collection	Collecting data: data collection methods, data collection features and big data
A5: Quality of information and its impact on decision making	Why quality is important: source, accuracy, age, completeness, amount of detail, format/presentation and volume
A6: Sectors that use data modelling	Who uses data modelling: types of sectors and data modelling in decision making?
A7: Threats to individuals	Threats: privacy, fraud, targeting vulnerable groups and inaccurate data

Key Skills

Over the course of the topic, I will be able to: -

- Explain characteristics of data
- Known the differences between data and information
- Know data collection methods, such as close and open questions
- Use measures to validate data
- Know the basic excel manipulation tools
- Know the differences between validation and verification
- Know how to present suitable data in graphs, tables and charts
- Complete through testing to check for the accuracy of the information
- Evaluate against set criteria





I will Understand

1. How to present big data in a meaningful way
2. How to collect data from the audience
3. How to implement or analyse data with minimum or no errors
4. Why it is important to know the quality of data
5. How to use excel tools
6. How to prevents malicious malware when deal with data
7. How the businesses use data to evaluate their performances

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DIT – CAB 2 – Learning Aim B

Collecting, Presenting and Interpreting Data

Key Vocabulary

Excel	A spreadsheet developed by Microsoft. It features calculation, graphing tools, pivot tables, and a macro programming language.
Spreadsheet	A computer application for organization, analysis, and storage of data in tabular form.
Data	A measure of something that is not defined with measures, e.g. 6, Blue etc. We don't know 6 what.
Information	Data which has context. EG, Size 6 shoe, colour of cars – Blue.
Function	A function in Excel is a pre-set formula that helps perform mathematical, statistical and logical operations.
Formula	A formula is an equation that makes calculations based on the data in your spreadsheet. Formulas are entered into a cell in your worksheet.
Graph	A diagram showing the relation between variable quantities, typically of two variables, each measured along one of a pair of axes at right angles.
Formatting	The way in which text, pictures, etc. are organized, especially on a computer:
Pivot table	A pivot table is a table of grouped values that aggregates the individual items of a more extensive table within one or more discrete categories.
Data dashboard	A data dashboard is a tool business use to help track, analyse, and display data.
Validation	the act of confirming something as true or correct:

Key Skills

Over the course of the topic, I will be able to: -
Format an excel spreadsheet
Produce a variety of graphs in excel
Utilise various excel functions such as but not limited to SUM, COUNTIF, AVERAGE, VLOOKUP
Format graphs to displays a range of colours an fills
Create a pivot table
Utilise validation methods such as drop-down menus
Explain the purpose of a data dashboard





I will Understand

1. When to use specific formatting techniques to help make data more accessible
2. How to produce a graph that is most suitable for purpose
3. A number of excel formula and their use's
4. A number of excel functions and their use's
5. When and how to create and utilise a pivot table
6. A variety of validation methods and when it is best to apply them
7. How to create an effective data dashboard