Foxford Learning Plan

YEAR 11

DIT – CAB 2 – Learning Aim B

Autumn 2

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