**Year 10 BTEC Term 5**

**3 lessons each week**

|  |  |  |
| --- | --- | --- |
| **Week** | **Theory Content** | **Resources** |
|  | **Prep for component 2** |  |
| **Weeks 1 to 6** | **TOPIC: Handling data with spreadsheets**  Students need to become confident users of spreadsheets. They should be familiar with using formulae & functions, validation, graphing, pivot tables, formatting & conditional formatting, filtering, sorting, sparklines, slicers and dashboards. | Excel.  Students can obtain mock data sets online to work with.  Youtube – there are many tutorials and video clips that cover use of Excel. |
|  |  |  |