



BloxwichAcademy
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KS3 Home Learning
Assignments

Information Technology (Year 8)

Date Due: 09.01.2020

Name: _____

Form: _____

Class Teacher: _____

My child has completed this workbook to the best of their ability.

Signed _____

Parent / Guardian Comments:

Task 1: Answer the questions given below relating to spreadsheets.

1. What is a **cell**?

2. What is an **Active cell**?

3. What are the rows and columns labelled as?

Rows: _____

Columns: _____

4. Why might it be important to colour code different cells? Such as Red, Amber and Green?

Below are **two** questions. Draw an appropriate **Graph/ Chart** in the spaces given dependant on what the questions is asking.

The four graphs/ charts we have covered has also been listed to help

Discrete Bar Chart	Continuous Bar Chart	Line Graph	Pie Chart
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1. Total number of pupils in each house

Watt: 143 Stephenson: 121 Brinley: 138 Telford: 126



2. Number of Visitors in school in a day

9am: 2 11am: 1 1pm: 4 3pm: 5 5pm: 0



3. Complete the table below about spreadsheet symbols, writing the correct symbols to the question:

What must every formula begin with?	
What is the symbol to multiply?	
What is the symbol to divide?	
What is the correct symbol to add?	
What is the correct symbol to divide?	

4. Now complete the table below about spreadsheet functions. Writing the correct function word to the question:

What is the correct function to add multiple cells together at once?	
What is the correct function to find the average of multiple numbers?	
What is the correct function to find out the maximum value in a group of numbers?	
What is the correct function to find the minimum value in a group of numbers?	

Task 2: The questions on this page will relate to E-Safety

1. List 3 Social Media Platforms:

a. _____

b. _____

c. _____

2. People can find out a lot about you through social media.
Explain 2 ways to keep your information on social media safe.

3. Someone randomly adds you as a friend on Snapchat. What should you do?

4. Open the link: <https://www.bbc.co.uk/cbbc/findoutmore/help-me-out-cyberbullying?collection=lifebabble-help-me-out>

The link is about cyber bullying. Scroll down and watch the short video and read the article. Once done, answer the questions below:

4a. List three people you should consider talking to if you are, or see someone being cyber bullied

a. _____

b. _____

c. _____

4b. Using the information in the article, what are **three good** things that you can do to deal with cyber bullying **immediately** as soon as it happens?

Plenary Page:

Write down in the box below your two stars (**what you have done well**) and a wish (**what you think you could do better**) when reflecting on the work you have done in your booklet

	
	
	

What you should have learnt:

- How to complete mathematical functions in a spreadsheet
- How to select the correct types of graphs and charts
- How spreadsheets are used in different areas of business
- How to format data within a spreadsheet
- What social media is
- How to stay alert and safe online
- How to identify and act upon cyber bullying

