



# Contents

<b>Product Support from ZigZag Education .....</b>	<b>ii</b>
<b>Terms and Conditions of Use .....</b>	<b>iii</b>
<b>Teacher’s Introduction.....</b>	<b>iv</b>
Activity Types .....	v
<b>Crosswords.....</b>	<b>8 pages</b>
<b>Match-up Activities .....</b>	<b>8 pages</b>
<b>Table-fill Activities.....</b>	<b>8 pages</b>
<b>Keyword Answers.....</b>	<b>8 pages</b>
<b>Crossword Solutions .....</b>	<b>8 pages</b>

# Teacher's Introduction

## Overview

This resource has been produced to support teaching and learning of the **Cambridge Nationals L1/2 2022** specification **J836 – R060: Spreadsheets**. The learning content is covered by the following sets of keywords with matching descriptions, which cover all of the learning aims for the topic:

- 1.1 Design Tools
- 1.2.1 Functionality
- 1.2.2 Types of Outputs
- 1.2.3 Human Computer Interface (HCI)
- 2.1.1 Data Handling and Manipulation 1
- 2.1.1 Data Handling and Manipulation 2
- 2.1 Techniques & User Interface (2.1.2–2.1.3)
- 3–4 Testing & Evaluating the Spreadsheet Solution

For each set, there are a number of different keyword activities designed to give you a range of different options for classroom use, homework and revision. This variety enables you to take a different approach to different topics – such as using the Crosswords as homework for one topic, and the Match-up as a starter for another.

Alternatively, differentiate the activity for a given topic; for example, you might want to give your stronger students the **Crosswords** early on while you start weaker learners on the **Match-up** (where terms and definitions are both available). **Domino** and **Bingo** activities add an element of fun and reinforcement, as well as the potential for pair and group work. Finally, the **Flash Cards** come into their own for revision and the **Table-fill** and **Write Your Own Glossary** allow students to test their understanding by correctly filling in keywords or definitions.

For more information about the different activities included, see overleaf. →

## Digital Format!

All of the activities are provided electronically on the ZigZag Education support files system, which can be accessed via [zzed.uk/productsupport](http://zzed.uk/productsupport) To use on a school network:

- Download the .zip folder
- Locate the .zip folder in your downloads folder
- Right-click on the .zip folder > click 'Extract all' > select a destination > click 'Extract'. **This step is essential as the files will not function properly without it.**

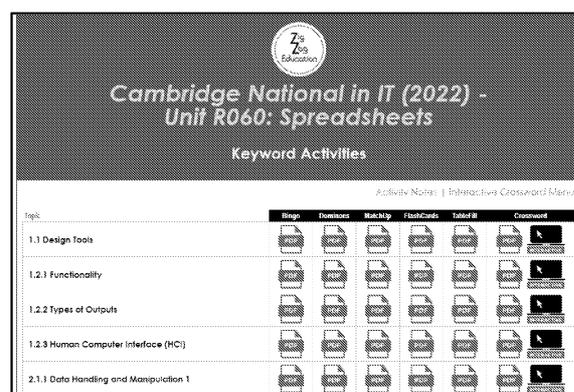
Providing easy access to the activities are two HTML menus:

### 1. Access All Menu →

Location: [index.html](http://index.html)

This menu, designed primarily for teacher use, includes links to everything provided in the support files – allowing you to easily select what you need when preparing your lessons.

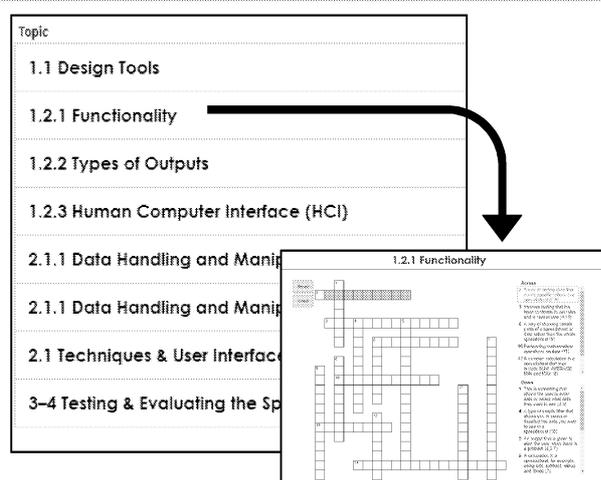
If you intend to give learners access to this menu, then be aware that it does include links to the solutions.



### 2. Interactive Crossword Menu →

Location: [interactive-crosswords/index.html](http://interactive-crosswords/index.html)

This menu, which can be accessed via the *Access All* Menu, is included to allow learner access to just the interactive crosswords (without the answers).



## Activity Types

All activities are provided as PDF files, allowing for easy printing and sharing on your school's internal network or VLE. In addition, each of the single-page activities (*Crosswords*, *Match-up* and *Table-fill*), as well as the solutions, are provided on paper too.

The activities included in this resource are as follows:

### Bingo

Each student is given a different bingo card containing a selection of words from the set. The teacher reads the definitions using the Keyword Answers, and the student must match the definition to the words on their card to complete rows, columns, and the full bingo card. The bingo activity is available for sets with 12 or more words.

✓ PDF

### Crosswords

These traditional keyword activities are equally effective as lesson or homework activities – and are also an excellent way of easing students into their revision programme.

✓ PDF ✓ PAPER



In addition to the photocopiable worksheets and PDF, the crosswords are provided in interactive format in the accompanying support files. These are web-based (HTML5) and will run straight from your Internet browser.

### Dominoes / Loop Cards

This is essentially another match-up activity, but this one is designed to be used in a more active way to engage students. It is recommended that students work in pairs or small groups.

✓ PDF

Half of each card contains a keyword, and the other half contains a description. To complete the activity, students must align all the cards in the correct order. There is a 'Start' and a 'Finish', meaning that if any cards are left outside the chain, then students have gone wrong somewhere.

### Match-up

Students match descriptions to their keywords by drawing lines between them. Because there are similar descriptions and keywords, students are likely to make the odd mistake while completing the activity, so it is recommended that they use a pencil to start with! By eliminating the keywords that they are familiar with, students can then think about and learn the ones that they are less confident with.

✓ PDF ✓ PAPER

### Flash Cards

These are a helpful revision tool. To make the cards, fold the page in half, then cut out each card and stick them together so the keyword is on one side and the definition the other. In addition, students could use these to play a game of pairs. Cut each card in two and place them all face down on the table. Students will then take it in turns to turn over two cards with the aim of matching a keyword to its definition. Matched-up cards are removed, and the game is finished when all the cards have been matched.

✓ PDF

### Glossary Builders

#### *Table-fill*

Nothing fancy – students simply write the keyword which is being described, without any other help. Because this activity tests the students' own knowledge, it is best used as a homework activity at the end of each topic or during revision. This then acts as a check that they have grasped the key terminology for each topic. Alternatively, the tables could be given to students at the beginning of the topic, to see what they already know.

✓ PDF ✓ PAPER

#### *Write Your Own Glossary*

Like the Table-fill, this activity can be used to test students before learning a topic, or as a revision tool after learning a topic. Students are given a list of the keywords and need to produce their own definitions. Using Table-fill and Write Your Own Glossary, lessons can be differentiated for all levels of learner.

✓ PDF

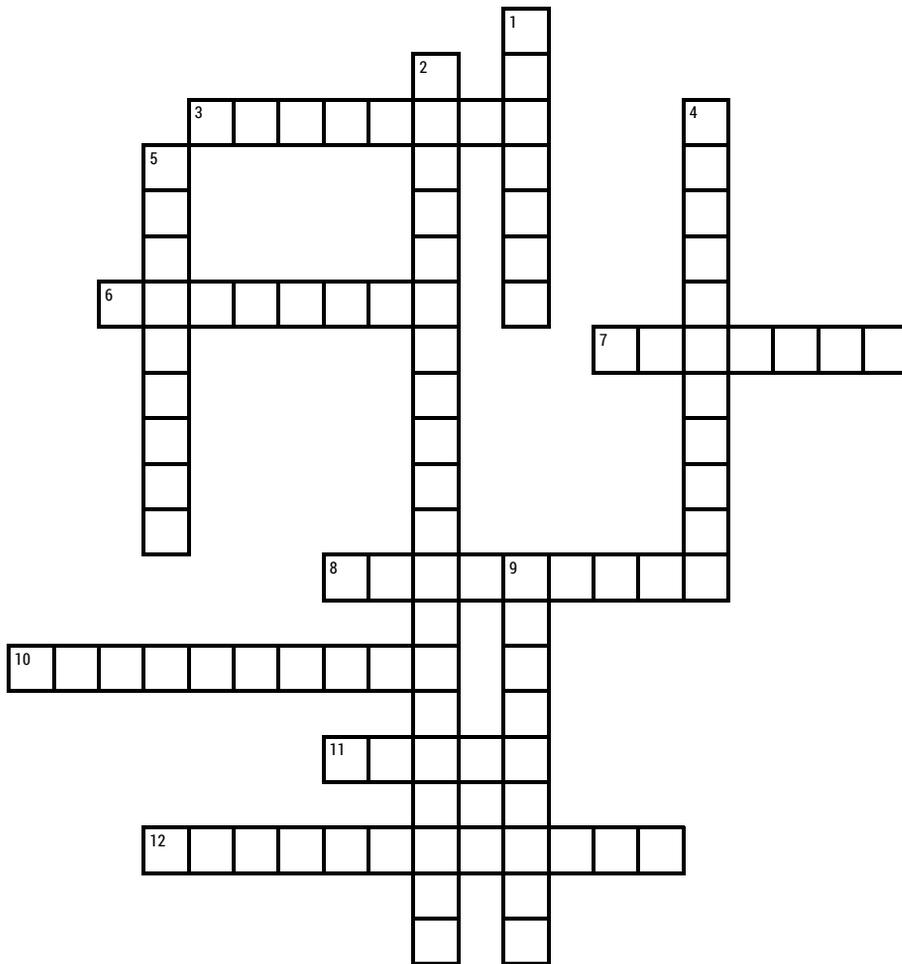
## **Selected Activities and Completed Glossary Page**

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This sample shows one example of several activities.  
The whole resource contains approximately 60 activities –  
6 or 7 activities for each of the 8 topics.

The resource covers 128 key terms.

## 1.1 Design Tools



### Across

- 3 Flow chart component that shows a condition that causes the algorithm to branch; represented by a diamond (8)
- 6 Flow chart component that is used at the start or the end of the algorithm (8)
- 7 Represented in a rectangular box on a flow chart (7)
- 8 Diagram that shows the series of actions and decisions involved in a process in a graphical format (4,5)
- 10 Series of sketches showing how the user should interact with a product (10)
- 11 Shows a single scene or moment in a storyboard and is often organised in a grid format (5)
- 12 Shows a visual representation of a scene in a storyboard which can be a photo, hand-drawn or digitally drawn (12)

### Down

- 1 Diagram in which information is represented visually, typically with a central idea and associated ideas branching off it (4,3)
- 2 Visual representation of how the final product will look (13,7)
- 4 Flow chart component that shows the data that is sent to or received from the system; represented by a rhombus (5,6)
- 5 Shows the intended layout of a screen, such as a web page, user interface, or document (9)
- 9 Flow chart component that shows which step of the algorithm leads to which other step; represented by a line (9)

## 1.1 Design Tools *(Table Fill)*

Flow chart component that shows which step of the algorithm leads to which other step; represented by a line	
Flow chart component that shows a condition that causes the algorithm to branch; represented by a diamond	
Diagram that shows the series of actions and decisions involved in a process in a graphical format	
Shows a single scene or moment in a storyboard and is often organised in a grid format	
Shows a visual representation of a scene in a storyboard which can be a photo, hand-drawn or digitally drawn	
Flow chart component that shows the data that is sent to or received from the system; represented by a rhombus	
Diagram in which information is represented visually, typically with a central idea and associated ideas branching off it	
Represented in a rectangular box on a flow chart	
Series of sketches showing how the user should interact with a product	
Flow chart component that is used at the start or the end of the algorithm	
Visual representation of how the final product will look	
Shows the intended layout of a screen, such as a web page, user interface, or document	

## 1.1 Design Tools *(Match Up)*

1	Diagram in which information is represented visually, typically with a central idea and associated ideas branching off it
2	Diagram that shows the series of actions and decisions involved in a process in a graphical format
3	Flow chart component that is used at the start or the end of the algorithm
4	Flow chart component that shows a condition that causes the algorithm to branch; represented by a diamond
5	Flow chart component that shows the data that is sent to or received from the system; represented by a rhombus
6	Flow chart component that shows which step of the algorithm leads to which other step; represented by a line
7	Represented in a rectangular box on a flow chart
8	Series of sketches showing how the user should interact with a product
9	Shows a single scene or moment in a storyboard and is often organised in a grid format
10	Shows a visual representation of a scene in a storyboard which can be a photo, hand-drawn or digitally drawn
11	Shows the intended layout of a screen, such as a web page, user interface, or document
12	Visual representation of how the final product will look

<b>CONNECTOR</b>	
<b>DECISION</b>	
<b>FLOW CHART</b>	
<b>FRAME</b>	
<b>ILLUSTRATION</b>	
<b>INPUT/OUTPUT</b>	
<b>MIND MAP</b>	
<b>PROCESS</b>	
<b>STORYBOARD</b>	
<b>TERMINAL</b>	
<b>VISUALISATION DIAGRAM</b>	
<b>WIREFRAME</b>	

# 1.1 Design Tools

