

S3 ADMIN & IT – MISS MCLEISH’S GROUP HOME LEARNING SCHEDULE MARCH – JUNE 2020 Please send work to your teacher when completed – email addresses are at the bottom of the page				
TOPIC	RESOURCES NEEDED	TASK TO COMPLETE	ESTIMATED TIME TO COMPLETE	COMMENTS
UNIT TITLE				
1. Count Exercises	Count Exercises, Count Helpsheets	Task 1-9	1 hour	Lesson materials for Count Exercises and Named Cells have currently been uploaded to teams and show my homework. All other exercises will be uploaded on a weekly basis along with help sheets.
2.Absolute Cell References	Absolute Cell References Exercises, Helpsheet	Task 1-9	1 hour	
3.Named Cells	Named Cell Exercises, Helpsheet	Task 1-5	1 hour	
4.If Statements	If Statement Exercises, Helpsheet	Task 1-10	1 hour	<p>For any pupil struggling to access teams/show my homework please email me and I'll email all resources to your glow email. If you have forgotten your glow email, please email me from your personal email and I'll reset your password/ give you your username.</p> <p>Please email me all finished tasks and I'll mark them and provide you with feedback on them.</p> <p>If anyone is struggling to gain access to WIFI or a laptop, please email me and I can provide you with alternative work which you can view on your phone and can answers questions on paper. You can take a picture of these answers and email me it and I'll mark it.</p>
5.Linking Worksheets	Linking Worksheets Exercise, Helpsheet	Task 1-4	1 hour	

BUSINESS AND COMPUTING – HOME LEARNING SCHEDULE UNTIL JUNE 2020

6.Past Paper Practice on Spreadsheets	2018 Past Paper Questions on Spreadsheets	Spreadsheet questions	1 hour	To revise all our Spreadsheet formulas, we are going to practice using them on National 5 past Paper Questions to work on our problem-solving skills. All resources for this will be added onto teams along with help sheets to give you hints and tips on how to answer the questions. Please email me your finished worksheets.
7.Past Paper Practice on Spreadsheets	2017 Past Paper Question on Spreadsheets	Spreadsheet questions	1 hour	To revise all our Spreadsheet formulas, we are going to practice using them on National 5 past Paper Questions to work on our problem-solving skills. All resources for this will be added onto teams along with help sheets to give you hints and tips on how to answer the questions. Please email me your finished worksheets.
8.Databases- Introduction to Databases	Introduction to databases booklet/ PowerPoint/ Helpsheets/Videos	Basic tasks on inserting fields and inserting information into tables	2hours	All work for Databases will be uploaded on a weekly basis. Please complete tasks in the order listed, it makes it so much easy for you to develop your skills and work through through the Database unit otherwise you will end up confused and unable to complete the tasks. Please email me all finished tasks.
9. Databases	Introduction to using Forms booklet/PowerPoint/ Helpsheet/Videos	Basic task on using and inserting information into forms	2 hours	
10. Databases	Introduction to using Queries booklet/PowerPoint/ Helpsheet/Videos	Basic tasks on using queries to search through tables	2 hours	
11 Databases	Introduction to Reports booklets/PowerPoint/ Helpsheet/Videos	Basic tasks on using Reports	2 hours	
<u>NEXT STEPS</u>				

If you have chosen **National 4 or 5 Business** for next year, starting in August 2020, notify Miss Halliday by email or a post in Teams

You will then be added to the new National Business class team

Work will be set for you in the same format as this

You will be expected to do the National work before joining the class in August 2020

TEACHER EMAIL ADDRESSES

Mrs Dexter: gw10dextermrs@glow.ea.glasgow.sch.uk

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