Autumn Term

Term 1

Digital IT

Year 11

Name: _____

Tutor: _____

GREENSHAW
LEARNING TRUST

Year 11 Homework Timetable

Monday	Science Task 1	Ebacc Option A Task 1	Option C Task 1
Tuesday	Sparx Science	Option B Task 1	Sparx Maths
Wednesday	English Task 1	Science Task 2	Option C Task 2
Thursday	Ebacc Option A Task 2	Option B Task 2	Sparx Catch Up
Friday	Sparx Science	English Task 2	Sparx Maths

Sparx Science
• **Complete 100% of their assigned homework each week**
Sparx Maths
• **Complete 100% of their assigned homework each week**

Option A (EBACC)	Option B	Option C
French	Art	Business Studies
Geography	Business Studies	Catering
History	Catering	Computer Science
	Childcare	Drama
	Triple Science	Health & Social Care
	Travel and Tourism	Media Studies
	Music	Photography
	Sport	Sport
	IT	

Half Term 1 (8 weeks) - Year 11		
Week / Date	Homework task 1 Cornell Notes	Homework task 2 Exam Question
Week 1 1st September 2025	**Cornell Notes on:** Presentation Methods	**Revision Cards on:** Presentation Methods
Week 2 8th September 2025	**Cornell Notes on:** Drawing Conclusions	**Revision Cards on:** Drawing Conclusions
Week 3 15th September 2025	**Cornell Notes on:** How Presentation Affects Understanding	**Revision Cards on:** How Presentation Affects Understanding
Week 4 22nd September 2025	**Cornell Notes on:** Data and Information	**Revision Cards on:** Representing Information
Week 5 29th September 2025	**Cornell Notes on:** Primary Data Collection Methods	**Revision Cards on:** Primary Data Collection Methods
Week 6 6th October 2025	**Cornell Notes on:** Secondary Data Collection Methods	**Revision Cards on:** Secondary Data Collection Methods
Week 7 13th October 2025	**Cornell Notes on:** Data Collection Features	**Revision Cards on:** Importing Data and Sorting
Week 8 20th October 2025	**Cornell Notes on:** Formulae and Basic Functions	**Revision Cards on:** Formulae and Basic Functions

Half Term 2 (7 weeks) - Year 11		
Week / Date	**Homework task 1** **Cornell Notes**	**Homework task 2** **Exam Question**
Week 9 3rd November 2025	**Cornell Notes on:** Decision-making, Lookup and Count Functions	**Revision Cards on:** Decision-making, Lookup and Count Functions
Week 10 10th November 2025	**Cornell Notes on:** Logical Operators, Outlining, Filtering and Text to Columns	**Revision Cards on:** Logical Operators, Outlining, Filtering and Text to Columns
Week 11 17th November 2025	**Cornell Notes on:** Decision-making, Lookup and Count Functions	**Revision Cards on:** Decision-making, Lookup and Count Functions
Week 12 24th November 2025	**MOCK EXAMS** **Cornell Notes on:** Logical Operators, Outlining, Filtering and Text to Columns	**MOCK EXAMS** **Revision Cards on:** Logical Operators, Outlining, Filtering and Text to Columns
Week 13 1st December 2025	**MOCK EXAMS** **Cornell Notes on:** Conditional Formatting, Macros and Views	**MOCK EXAMS** **Revision Cards on:** Conditional Formatting, Macros and Views
Week 14 8th December 2025	**Cornell Notes on:** Conditional Formatting, Macros and Views	**Revision Cards on:** Conditional Formatting, Macros and Views
Week 15 15th December 2025	**Cornell Notes on:** Showing Data Summaries	**Revision Cards on:** Showing Data Summaries

STEP 2: CREATE CUES

What: Reduce your notes to just the essentials.

What: Immediately after class, discussion, or reading session.

How:
- Jot down key ideas, important words and phrases
- Create questions that might appear on an exam
- Reducing your notes to the most important ideas and concepts improves recall. Creating questions that may appear on an exam gets you thinking about how the information might be applied and improves your performance on the exam.

Why: Spend at least ten minutes every week reviewing all of your previous notes. Reflect on the material and ask yourself questions based on what you've recorded in the Cue area. Cover the note-taking area with a piece of paper. Can you answer them?

STEP 1: RECORD YOUR NOTES

What: Record all keywords, ideas, important dates, people, places, diagrams
and formulas from the lesson. Create a new page for each topic discussed.

When: During class lecture, discussion, or reading session.

How:
- Use bullet points, abbreviated phrases, and pictures
- Avoid full sentences and paragraphs
- Leave space between points to add more information later

Why: Important ideas must be recorded in a way that is meaningful to you.

STEP 3: SUMMARISE & REVIEW

What: Summarise the main ideas from the lesson.
What: At the end of the class lecture, discussion, or reading session.
How: In complete sentences, write down the conclusions that can be made from the information in your notes.
Why: Summarising the information after it's learned improves long-term retention.

WEEK 1: Cornell Notes (Homework task 1)

Presentation Methods

Links	Notes
Questions	

Summary

WEEK 1: Revision Cards (Homework task 2)

Revision Card on Presentation Features	Answers
1. Why do we format the font size, style & colour in our dashboard? 2. What do we mean by "cell shading"? 3. What is "text wrapping"? 4. What types of graphics can be inserted into a worksheet? 5. What is the name for the presentation feature that will automatically format cells based on the data they contain? 6. Why are charts useful methods of presenting data?	

WEEK 2: Cornell Notes (Homework task 1)

Drawing Conclusions

Links	Notes
Questions	

Summary

WEEK 2: Revision Cards (Homework task 2)

Revision Card on Drawing Conclusions	Answers
1. What is a pattern? 2. What is a trend? 3. What data presentation method is best when trying to spot trends? 4. What is the most likely impact of an error in your data? 5. What is the purpose of spotting patterns or trends in data? 6. What does the word anomaly mean?	

WEEK 3: Cornell Notes (Homework task 1)

How Presentation Affects Understanding

Links	Notes
Questions	

Summary

WEEK 3: Revision Cards (Homework task 2)

Revision Card on How Presentation Affects Understanding	Answers
1. What is meant by misinterpreting data? 2. What is biased information? 3. How can biased and misinterpreted data lead to inaccurate conclusions? 4. How can you adapt a graphical user interface to better support visual needs? 5. Give two examples of ways of making information biased? 6. How can use of conditional formatting and colour lead to incorrect conclusions? 7. What factors can cause you to make inaccurate conclusions?	

WEEK 4: Cornell Notes (Homework task 1)

Data and Information

Links	Notes
Questions	

Summary

WEEK 4: Revision Cards (Homework task 2)

Revision Card on Representing Information	Answers
1. Why is it useful to represent information as numbers? 2. Why are tables a useful way of representing information? 3. What way of representing information is typically best for qualitative information? 4. What are sparklines? 5. What is an infographic? 6. What type of information representation is the best for analysing information in order to spot patterns and trends?	

WEEK 5: Cornell Notes (Homework task 1)

Primary Data Collection Methods

Links	Notes
  Questions	

Summary

WEEK 5: Revision Cards (Homework task 2)

Revision Card on Primary Data Collection Methods	Answers
1. What are primary data collection methods? 2. Give 2 advantages of interviews 3. Give 2 disadvantages of interviews 4. Give 2 advantages of questionnaires 5. Give 2 disadvantages of questionnaires 6. Give 2 advantages of surveys 7. Give 2 disadvantages of surveys	

WEEK 6: Cornell Notes (Homework task 1)

Secondary Data Collection Methods

Links	Notes
Questions	

Summary

WEEK 6: Revision Cards (Homework task 2)

Revision Card on Secondary Data Collection Methods	Answers
1. What are secondary data collection methods? 2. Give 2 advantages of online research 3. Give 2 disadvantages of online research 4. Give 2 advantages of books & journals 5. Give 2 disadvantages of books & journals 6. Give 2 advantages of booking systems and internal documents 7. Give 2 disadvantages of booking systems and internal documents	

WEEK 7: Cornell Notes (Homework task 1)

Data Collection Features

Links	Notes
Questions	

Summary

WEEK 7: Revision Cards (Homework task 2)

Revision Card on Importing Data and Sorting	Answers
1. What is meant by importing data? 2. Why is it useful to be able to import data into a spreadsheet? 3. Give 2 sources where data can be imported from 4. When importing from a file we're asked to specify how items of data are split up. What is the term for the method of splitting up the data? 5. What is meant by sorting data? 6. Data can be sorted in many ways, ascending and descending are one method. What is meant by ascending and descending order?	

WEEK 8: Cornell Notes (Homework task 1)

Formulae and Basic Functions

Links	Notes
Questions	

Summary

WEEK 8: Revision Cards (Homework task 2)

Revision Card on Formulae and Basic Functions	Answers
1. What is a formula? 2. What symbol do all formulae begin with? 3. What is a cell reference? 4. If we wanted to take the value in cell D1 and subtract the value in cell D2, what formula would we write? 5. What is a function? 6. What is wrong with the function: SUM(D1:D4) 7. What type of average does the AVERAGE function perform? 8. What is the function for returning the largest value from a range of cells? 9. If you wanted to get the smallest value from the cell range A1 to A4 what formula would you write?	

WEEK 9: Cornell Notes (Homework task 1)

Decision-making, Lookup and Count Functions

Links	Notes
Questions	

Summary

WEEK 9: Revision Cards (Homework task 2)

Revision Card on Decision-making, Lookup and Count Functions	Answers
1. What is the purpose of decision-making functions? 2. What does the IF function allow you to do? 3. What function will add up the cell values in a range that meet a specific condition? 4. What function searches a column for a value & when matched returns values along the row? 5. What is wrong with the following formula? =VLOOKUP(A2:C5, "Banana", 3) 6. What does the COUNTA function do? 7. Write a formula that counts all cells in the range A1:B6 that are empty. 8. Write a formula that counts all cells in the range A1:B6 that contains the word "School".	

WEEK 10: Cornell Notes (Homework task 1)

Logical Operators, Outlining, Filtering and Text to Columns

Links	Notes
Questions	

Summary

WEEK 10: Revision Cards (Homework task 2)

Revision Card on Logical Operators, Outlining, Filtering and Text to Columns	Answers
1. What are the 3 logical operators? 2. You want to write a formula that checks whether a date is between 01/01/2023 and 31/12/2023. Which function would you use? 3. What would be displayed if you wrote the formula =NOT(TRUE)? 4. What is the purpose of the outlining tools? 5. Can text be filtered using Greater Than? Why/Why not? 6. What is the purpose of the text to columns feature? 7. What two options are there for splitting up data using text to columns?	

WEEK 11: Cornell Notes (Homework task 1)

Decision-making, Lookup and Count Functions

Links	Notes
Questions	

Summary

WEEK 11: Revision Cards (Homework task 2)

Revision Card on Decision-making, Lookup and Count Functions	Answers
1. What is the purpose of decision-making functions? 2. What does the IF function allow you to do? 3. What function will add up the cell values in a range that meet a specific condition? 4. What function searches a column for a value & when matched returns values along the row? 5. What is wrong with the following formula? =VLOOKUP(A2:C5, "Banana", 3) 6. What does the COUNTA function do? 7. Write a formula that counts all cells in the range A1:B6 that are empty. 8. Write a formula that counts all cells in the range A1:B6 that contains the word "School".	

WEEK 12: Cornell Notes (Homework task 1)

Logical Operators, Outlining, Filtering and Text to Columns

Links	Notes
Questions	

Summary

WEEK 12: Revision Cards (Homework task 2)

Revision Card on Logical Operators, Outlining, Filtering and Text to Columns	Answers
1. What are the 3 logical operators? 2. You want to write a formula that checks whether a date is between 01/01/2023 and 31/12/2023. Which function would you use? 3. What would be displayed if you wrote the formula =NOT(TRUE)? 4. What is the purpose of the outlining tools? 5. Can text be filtered using Greater Than? Why/Why not? 6. What is the purpose of the text to columns feature? 7. What two options are there for splitting up data using text to columns?	

WEEK 13: Cornell Notes (Homework task 1)

Conditional Formatting, Macros and Views

Links	Notes
Questions	

Summary

WEEK 13: Revision Cards (Homework task 2)

Revision Card on Conditional Formatting, Macros and Views	Answers
1. What is conditional formatting? 2. Give 2 examples of types of conditional formatting? 3. In what tab of the Excel menu would you find the conditional formatting options? 4. What are macros? 5. What is the purpose of a macro? 6. What does it mean to freeze a column in a spreadsheet 7. Why is it useful to be able to freeze rows or columns in a spreadsheet?	

WEEK 14: Cornell Notes (Homework task 1)

Conditional Formatting, Macros and Views

Links	Notes
Questions	

Summary

WEEK 14: Revision Cards (Homework task 2)

Revision Card on Conditional Formatting, Macros and Views	Answers
1. What is conditional formatting? 2. Give 2 examples of types of conditional formatting? 3. In what tab of the Excel menu would you find the conditional formatting options? 4. What are macros? 5. What is the purpose of a macro? 6. What does it mean to freeze a column in a spreadsheet 7. Why is it useful to be able to freeze rows or columns in a spreadsheet?	

WEEK 15: Cornell Notes (Homework task 1)

Showing Data Summaries

Links	Notes
Questions	

Summary

WEEK 15: Revision Cards (Homework task 2)

Revision Card on Showing Data Summaries	Answers
1. What is a dashboard? 2. What function would you use to produce a total of a list of numbers? 3. You have a series of values in cells B9, C9, D9 & E9. You want to calculate an average of these values. Give 2 ways of doing this? 4. What function would you use to count a list of names? 5. Give 2 examples of uses of a sales breakdown? 6. Give 2 examples of uses of a departmental breakdown? 7. Why are graphs and charts useful for showing data summaries?	

Aspire
(ACHiEVE)
Thrive

Develop your character

STOKE
DAMEREL

Aspire | Achieve | Thrive