

## Core Skills Analysis

### Information Technology

- Danae learned to create and format an Excel spreadsheet, gaining practical skills in digital document creation.
- She developed proficiency in adjusting column heights and widths, improving her ability to present data clearly.
- Danae practiced navigating Excel's menu tabs to access features such as sorting, enhancing her understanding of software interfaces.
- She applied sorting functions to organise words in alphabetical order, reinforcing logical data management skills.

### English (Vocabulary and Research Skills)

- Danae researched specific coding terminology by consulting the textbook 'How to be a Coder,' building her subject-specific vocabulary.
- She learned to extract key definitions and accurately transcribe them into her glossary, strengthening comprehension and note-taking.
- The activity encouraged independent reading and interpretation of technical material, important for academic growth.
- By linking words and definitions, Danae improved her ability to make connections between language and technical concepts.

### Tips

To deepen Danae's understanding and skill set, encourage her to create a digital glossary with multimedia elements, such as embedding images or videos that illustrate coding terms. Introducing collaborative features by sharing the workbook with peers for peer review can promote communication and critical thinking. Incorporate practical coding exercises where she applies the glossary terms in real coding projects, reinforcing context and comprehension. Finally, exploring other spreadsheet functions like creating charts or using formulas can broaden her data handling capabilities, linking software skills with problem-solving tasks.

### Book Recommendations

- [Girls Who Code: Learn to Code and Change the World](#) by Reshma Saujani: An inspiring introduction to coding for teens that mixes stories, examples, and activities to build coding confidence and related vocabulary.
- [How to Be a Coder: Coding Essentials for Teens](#) by Caroline Allams: A clear and engaging textbook that introduces foundational coding concepts and terminology suitable for young learners.
- [Excel Basics In 30 Minutes](#) by Ian Lamont: A concise guide for beginners to master Excel basics including data entry, formatting, and sorting, ideal for students learning spreadsheet skills.

### Learning Standards

- ACARA Digital Technologies (ACTDIP030) - Use visual programs and spreadsheet software to organise data logically.
- ACELA1553 - Understand and use vocabulary associated with a specific context (e.g., coding terms) to enhance comprehension.
- ACELY1740 - Locate, explore and extract information from digital and print texts for a particular purpose.

### **Try This Next**

- Create a worksheet for Danae to practice sorting mixed data types (numbers, dates, words) in Excel.
- Design a writing prompt where Danae explains three glossary terms in her own words and gives real-world coding examples.