Column headings (left to right): **Number Sense & Counting**, subitizing, estimation, counting, reading numbers, writing numbers, **Calculations**, addition +1, +2, subtraction -1, -2, dot patterns, doubles, near doubles, bonds of 10, number bonds 1 to 9, bonds of tens, bonds of 100, **Place Value**, principle of exchange, 10 + single digit, tens plus, partitioning, bridging, unit subtraction, addition +10, addition -10, subtraction strategies, **Multiplication & Division**, key tables, division, **Word Problems**, **Formal Written Numeracy**

Rows: Amil, Bonny, Clive, Daria, Edward, Folami, Gervais

green – knowledge secure
amber – requires practice
red – significant difficulty
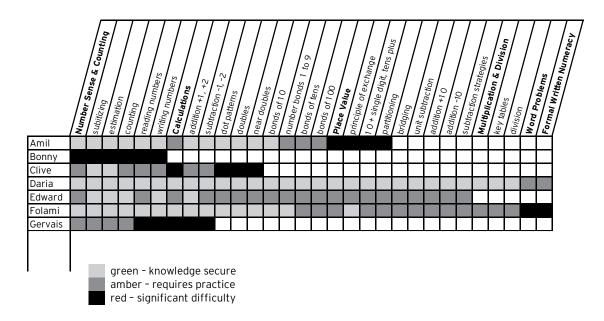
Create a spreadsheet for an 'at-a-glance' summary of the knowledge of each pupil in the class. Enter the data from the Summary Numeracy Profile for each pupil to create a spreadsheet using a traffic-light system to colour code the information.

1. Use the Excel spreadsheet.
2. Highlight row 1.
3. Set Font Size at a small point size. Arial 8 gives a clear result.
4. Set Row Height at 80 pixels.
5. Highlight Column A. Set Column Width at 10.
6. Highlight 30 columns (B to AB) and set Column Width at 3.
7. Go to FORMAT → CELLS → ALIGNMENT → ORIENTATION.
8. Set Orientation at 75 degrees either by using the Up arrow or clicking on the Text scale.
9. Start in row 1 column B. Enter each of the topic headings and subheadings in a separate column, e.g. Number Sense and Counting (col. B), Subitising (col. C), Estimating (col. D), Counting (col. E), etc. The words will appear horizontally but be angled as soon as you finish typing and move to the next cell.
10. Enter the name of each pupil in column A.
11. Colour code the information. Click on box you want to highlight.
12. Go to FILL COLOUR icon (the bucket) and click on the colour you want (red, amber or green). The box will fill automatically.
13. Colour code the information as follows:
    • Red (black): unable to do this
    • Amber (dark grey): improving
    • Green (light grey): secure knowledge
    • White: not tested because pupil had made more than two errors on previous section.
14. Finally create borders to all the cells. Highlight all the cells that contain information.
15. Go to the Borders icon on the toolbar and click on the All Borders icon.
16. SAVE DOCUMENT.
17. To print the table highlight everything you want to print.
18. Go to FILE → PRINT AREA → SET PRINT AREA.
19. Print.