



# Spreadsheets

## Key learning:

- To know what a spreadsheet looks like.
- To navigate and enter data into cells.
- To introduce some basic data formulae for percentages, averages and max and min numbers.
- To demonstrate how the use of spreadsheets can save time and effort when performing calculations.
- To use a spreadsheet to model a situation.
- To demonstrate how a spreadsheet can make complex data clear by manipulating the way it is presented.
- To create a variety of graphs in sheets.
- To apply spreadsheet skills to solving problems.

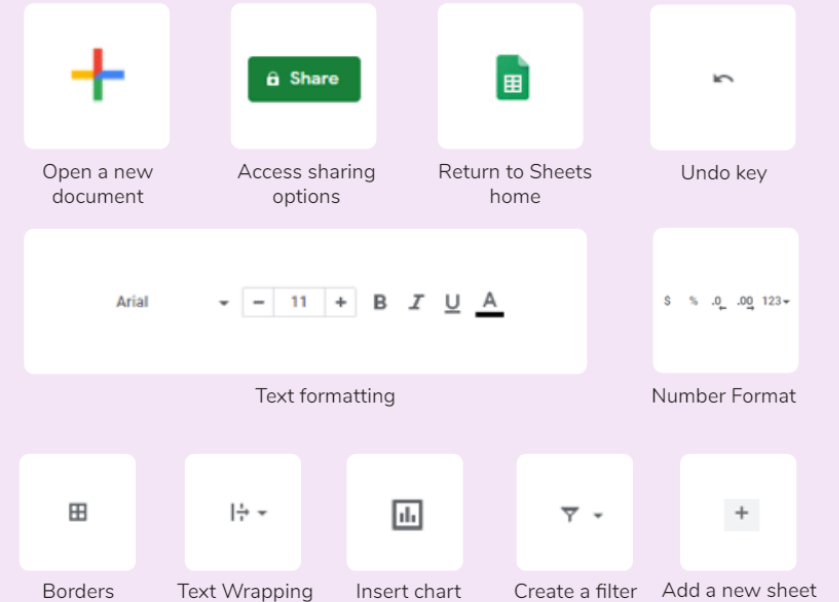
## Key Resources



## Key questions

- What is a spreadsheet used for?
- How do you carry out a multiplication calculation?
- How does using the SUM function save time?

## Key Images



### Cell

An individual section of a spreadsheet grid. It contains data or calculations.

### Column

Vertical, lettered reference points for the cells in a spreadsheet.

### Data

A collection of information, especially facts or numbers, obtained by observation, questions or measurement to be analysed and used to help decision-making.

### Cell Reference

Each cell has a cell reference that shows its position. The cell reference is displayed in the box on the top left (not on tablet version).

### Computational Model

Creating or using a simulation (a model) of a real-life situation, on a computer.

### Conditional formatting

When a cell or cells are formatted in a specific way depending upon the values in the cell or cells.

### Formula(e)

A group of letters, numbers, or other symbols which represent a mathematical rule. It allows a spreadsheet to carry out calculations.

### Auto fit

A function of a spreadsheet that alters column widths to fit data.

### Chart

A diagram that represents data. Charts include graphs and other diagrams such as pie charts or flowcharts.

### Horizontal axis

The x-axis of a graph is called the horizontal axis.

### Range

A collection of selected cells: all the numbers you want to appear in a calculation. For example, A1:A12 includes all the cells from A1 to A12.

### Vertical axis

The y-axis of a graph is called the vertical axis.

### Spreadsheet

A software tool used for organising information and performing calculations on the data. A spreadsheet workbook file is organised into sheets.

