



# Spreadsheets

## Key Questions

How would you add a formula so that the cell shows the total of a column of cells?

Use the formula wizard advanced total tool or type a formula into the cell by using the '=' symbol, mathematical operators and cell references.

What is a computational model and what it can be used for?

Modelling in Computing means creating or using a simulation (a model) of a real-life situation, on a computer. It represents the data of a situation. For example; budgeting for a party; working out how big a field needs to be for a certain number of animals; working out the best price for an item or using the existing data to predict what time your shadow will be a certain length.

If you were going to use a spreadsheet to plan your dream holiday, what data would you collect to cost the trip?

Ideas could include:  
Travel; comparing the cost of different methods, airports, airlines, different companies and discounts such as rail cards.  
Cost of accommodation of different types, trips out, food, passports, immunisations.

## Key Images



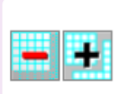
Open, close or share a file



Save your work



Open a previously saved file



Increase or decrease spreadsheet size



Advanced mode



Formula Wizard



Format Cell Toolbox



Charts



Totals toolbox



Image Tools



Controls Toolbox



Move

## Key Learning

- To use a spreadsheet to investigate the probability of the results of throwing many dice.
- To use a spreadsheet to calculate the discount and final prices in a sale.
- To use a spreadsheet to plan how to spend pocket money and the effect of saving money.
- To use a spreadsheet to plan a school charity day to maximise the money donated to charity.

## Key Resources



2Calculate

## Key Vocabulary

### Rows

Boxes running horizontally in a spreadsheet.

### Spreadsheet

A computer program that represents data in **cells** in a grid of **rows** and **columns**. Any cell in the grid may contain either **data** or a **formula** that describes the value to be inserted based on the values in other cells.

### Columns

Boxes running vertically 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.

### Formula

A group of letters, numbers, or other symbols which represents a scientific or mathematical rule. The plural of formula is formulae.

