



# Spreadsheets

## Key Words

**Rows** – boxes running horizontally 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.

**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.

**Format** -the way that text looks. Formatting cells is helpful for interpreting a cell's contents for example you might want to format a cell to show a fraction e.g.  $4 \frac{1}{2}$  or include units such as £ or \$.

**Variable-** used in computing to keep track of things that can change while a program is running.

**Columns Boxes-** running vertically in a spreadsheet.

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

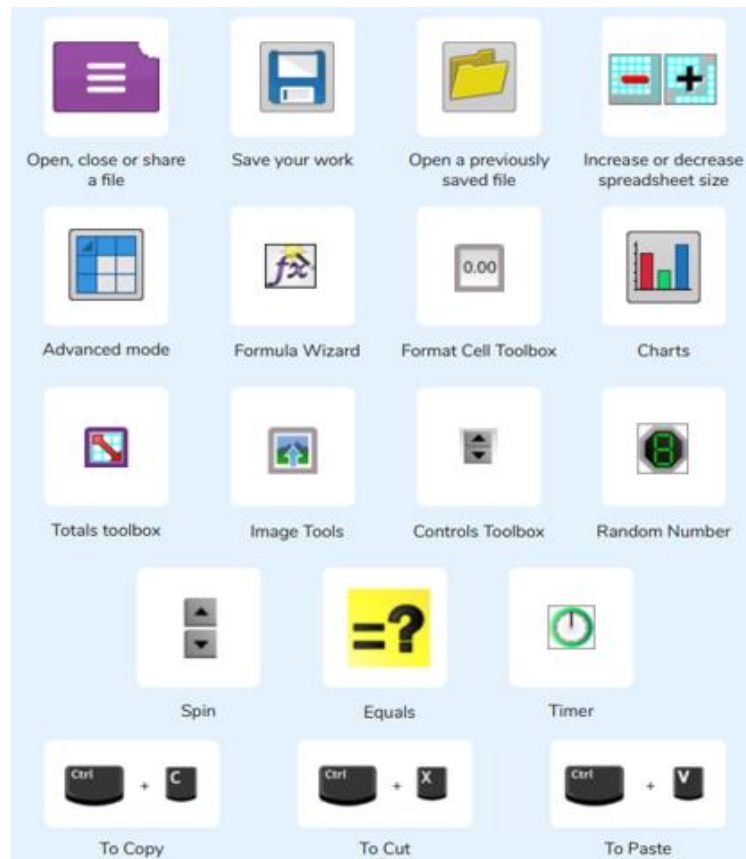
**Totalling tool-** adds up the value of every cell above it, next to it or diagonal to it according to which total tool is selected.

**Formula Bar-** an area of the spreadsheet into which formulae can be entered using the '=' sign to open the formula.

## Key learning:

- to use formulae within a spreadsheet and understand how this can be used to solve a real-life problem.
- to use formulae to calculate the area and perimeter of shapes.
- to use a spreadsheet to help plan a school cake sale

## Key images



## Key resources



## Key questions

- How would you add a formula so that the cell shows the product of two other cells?
- What would you use in 2Calculate to have a cell that automatically calculates the number of days since a certain date?
- Explain what a spreadsheet model of a real-life situation is and what it can be used for?