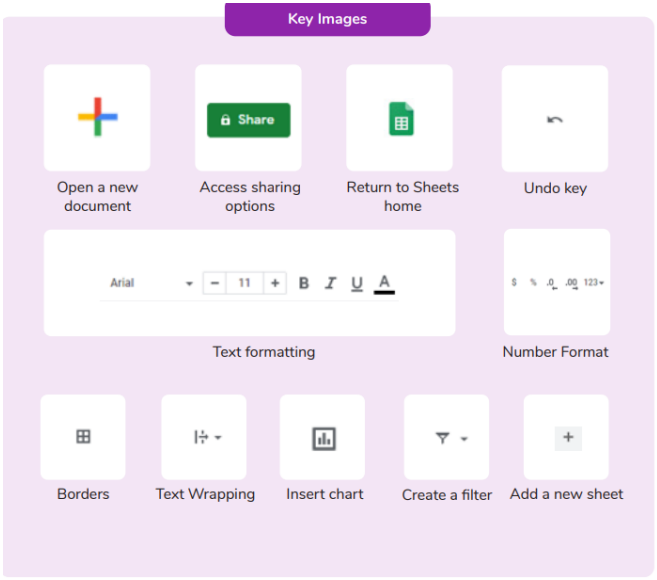
Spreadsheets

Auto fit	A function of a spreadsheet that alters column widths to fit data.
Cell	An individual section of a spreadsheet grid. It contains data or calculations.
Cell Reference	Each cell has a cell reference that shows its position. The cell reference is displayed in the box on the top left.
Chart	A diagram that represents data. Charts include graphs and other diagrams such as pie charts or flowcharts.
Column	Vertical, lettered reference points for the cells in a spreadsheet.
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.
Data	A collection of information, especially facts or numbers, obtained by observation, questions or measurement to be analysed and used to help decision-making.
Delimiter	A character that separates each piece of data.
Formula(e)	A group of letters, numbers, or other symbols which represent a mathematical rule. It allows a spreadsheet to carry out calculations.
Formula Bar	An area of the spreadsheet into which formulae can be entered using the '=' sign to open the fomula.
Graph	A diagram that represents data there are specific layouts for graphs including bar graphs and line graphs.
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.
Row	Horizontal, numbered reference points for the cells in a spreadsheet.
Spreadsheet	A software tool used for organising information and performing calculations on the data. A spreadsheet workbook file is organised into sheets.
Vertical axis	The y-axis of a graph is called the vertical axis.
Text Wrapping	This displays the cells contents on multiple lines rather than one long line, allowing all the contents to be shown.

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 Images



Key Questions

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