



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



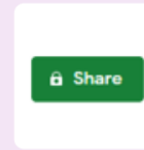
Key questions

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

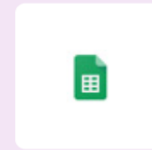
Key Images



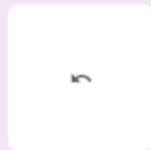
Open a new document



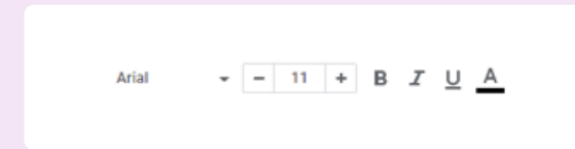
Access sharing options



Return to Sheets home



Undo key



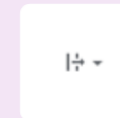
Text formatting



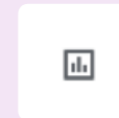
Number Format



Borders



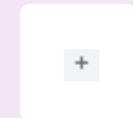
Text Wrapping



Insert chart



Create a filter



Add a new sheet

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.

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.

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.

