



Spreadsheets

Key Words

- Axis/Axes** – The vertical and horizontal lines on a graph.
- Budget** – A plan that shows how much money will be spent and how much money is expected to come in.
- Continuous Data** – Continuous data is data that is usually measured, rather than counted.
- Conversion** – Changing a unit of measure from one form to another, whilst keeping its value the same.
- Forecast** – A prediction about what will happen in the future.
- Formula** – A set of instructions that tells a spreadsheet what to calculate.
- Income** – Money that can be earned, usually from working a job or selling things, to pay for the things they need and want.
- Function** – A built-in formula that performs a specific job automatically.
- Line Graph** – A graph that shows changes over time using points connected by a line.
- Meteorologist** – A person that studies data from the atmosphere and oceans to make weather forecasts.
- Plot/Plotting** – Putting points on a graph for each piece of data.
- Trend** – The direction data is moving (up, down, staying the same).

Key Learning

- To refresh and extend understanding of formulae and functions from previous learning.
- To use formulae un 2Calculate to convert measurements between different units.
- To use 2Calculate to create and interpret line graphs that show how data changes over time.
- To analyse weather date by using spreadsheets to identify patterns.
- To use spreadsheets to plant and budget for an event.
- To use a spreadsheet to plan and holiday.

Key Resources



2Calculate

Key Images

$fx = A1+B1$

Formula Bar



Formula Wizard



Line Graph

$\frac{\%}{0.0}$

Numeric Formats



Add Sheet



Merge Cells

Key Questions

When converting between measure, what is the most important thing to remember?

Although the unit of measure may change, the value of that thing stays the same.

What is continuous data?

Continuous data is something that can be measured over time, such as the change of temperature throughout a day.

What is a line graph and how does it show trends?

A graph that shows changes over time using points connected by lines. They can show the direction that data is moving at a glance, e.g. upwards, downward.

What is a meteorologist?

A meteorologist is someone that collects and studies data from the atmosphere and oceans to make weather forecasts.

How can a spreadsheet help someone avoid spending too much money?

Spreadsheets allow people to have a clear overview of their finances and it is a great tool to help someone create and stick to a budget.

Why might a business use a spreadsheet instead of writing things down on paper?

Keeping things on paper can be risky. They can get lost or damaged, whereas spreadsheets are safe, secure and are often automated.