



Cell references

A1

| | A | B | C |
|---|--|---|---|
| 1 | Everything in a spreadsheet goes into a cell (like a box in a grid). | | |
| 2 | Each cell is named by the row and column in which it is located. | | |

What could spreadsheets be used for?

| | A | B | C |
|---|---------------------|-----------------------|---------------|
| 1 | Number Calculations | Creating Graphs | |
| 2 | | Budget/Event Planning | League Tables |
| 3 | Scores | Any other ideas? | |

| Key vocabulary | Definition |
|----------------|---|
| Data set | a collection of related, discrete items of related data |
| Spreadsheet | A spreadsheet is a document that stores data in a grid of horizontal rows and vertical columns. Rows are typically labeled using numbers (1, 2, 3, etc.), while columns are labeled with letters (A, B, C, etc.). |
| Cell reference | A cell is the intersection point of a vertical column and a horizontal row. Data entered into Each cell can hold only one piece of data at a time. |
| format | Changing the appearance of a database by changing the colour, font and size |
| formula | A formula performs a calculation using data from a spreadsheet. |

| | A | B | C | D | E | F |
|---|--------|-------|--------|---|---|------|
| 1 | | | 4 | | | |
| 2 | | apple | | | | 2 |
| 3 | | | banana | | | |
| 4 | orange | | | | 3 | |
| 5 | | | 5 | | | pear |
| 6 | | | | | | |

F9

Apple is in cell B2
Banana is in cell D3 and so on.



Formatting Cells

Click and drag between rows or columns to adjust height or width.

Click on a row or column heading to highlight entire row or column.

Note: The exact look may change in different versions of the software.

Duration format

If you write text and numbers in the same cell, it can't be used for calculations.

3 hours 3 minutes

And you couldn't write '33' in the cell as this might indicate 33 hours.

In fact the computer will display 792, which is 33 days in hours!

Travel durations

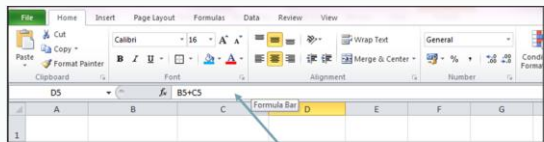
To solve this problem, spreadsheets format the duration into hour:minute:second.

So 3 hours and 3 minutes looks like this:

hh:mm:ss
03:03:00



Calculations



The formula appears in the formula bar here.

A formula is always shown by using the '=' sign first, followed by 'SUM'

The calculation then goes inside the brackets

In this case:
=B5+C5

Time

Duplicating formulas takes less time.

You can type in one formula and quickly duplicate it by dragging and dropping.



Calculations

Click in the cell that you want the calculation to appear. Then type in the formula. Remember to start it with =

What if we changed the contents of the cells now? Next, we are going to enter calculations for Subtract, Multiply and Divide.

To multiply we use the '*' symbol, e.g.

B5*C5

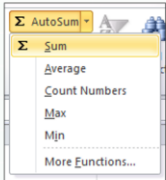
To divide, we use the '/' symbol, e.g.

B5/C5



We will be planning a celebration for the end of Year 6. We will be using spreadsheets to calculate the cost of the event!

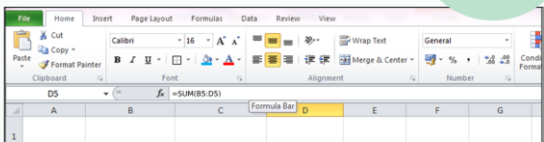
Calculations



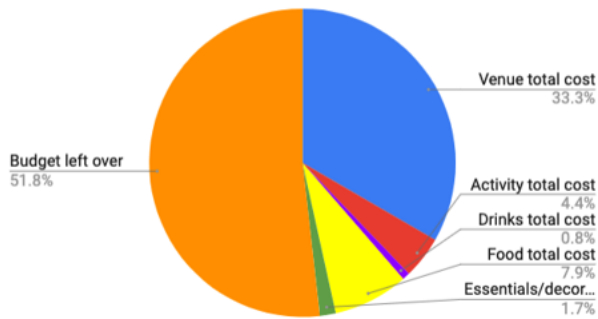
Click in the cell that you want the calculation to appear. Then click on Sum in the AutoSum menu.

You can add more than 2 cells together quickly by using the SUM function.

In this case:
=SUM(B5:D5)



Party costs



| Key vocabulary | Definition |
|----------------|---|
| range | The difference between the lowest and the highest value. |
| duplicate | an exact copy of another thing. |
| sigma | A simple form of shorthand used to give a concise expression for a sum of the values of a variable |
| propose | A computer system that can be programmed to perform a large number of tasks |
| chart | used to display series of numeric data in a graphical format to make it easier to understand large quantities of data |
| evaluate | whether the system is performing at an optimal level. |

Creating charts

Presenting data



Sometimes, when you are presenting data it is easier for people to understand when it is shown on a chart.

This saves them having to look through a detailed spreadsheet to find what they are looking for.