

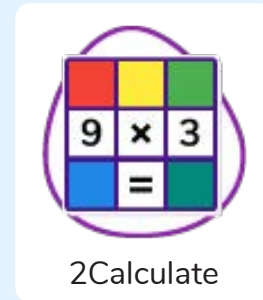
Unit: 5.3

Spreadsheets

Key Learning

- To use formulae within a spreadsheet to convert measurements of length and distance.
- To use the count tool to answer hypotheses about common letters in use.
- To use a spreadsheet to model a real-life problem.
- To use formulae to calculate area and perimeter of shapes.
- To create formulae that use text variables.
- To use a spreadsheet to help plan a school cake sale.

Key Resources



Key Questions

How would you add a formula so that the cell shows the product of two other cells?

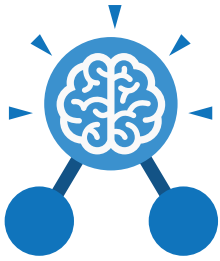
Click on the cell where you want the product to be displayed then click the formula wizard button. Click on the cell that contains the first number. Choose the x operation then click on the second number. Click OK.

What would you use in 2Calculate to have a cell that automatically calculates the number of days since a certain date?

You could use formulae and the totalling tools. To make the spreadsheet easier to understand, you could use named variables.

Explain what a spreadsheet model of a real-life situation is and what it can be used for?

It represents the data of a situation for example: Budgeting for a party; working out how big a field needs to be for a certain number of animals; working out how to spend your pocket money over time. Using the existing data to predict what time your shadow will be a certain length etc.



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Spreadsheets

Key Vocabulary

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.

Advance mode

A mode of 2Calculate in which the cells have references and can include formulae.

Formula Wizard

The wizard guides you in creating a variety of formulae for a cell such as calculations, totals, averages, minimum and maximum for the selected cells.

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 \$.

'How Many?' Tool

Counts how many of a variable there are in a spreadsheet.

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

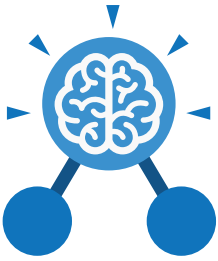
A group of letters, numbers, or other symbols which represents a scientific or mathematical rule. The plural of formula is formulae.

Formula Bar

An area of the spreadsheet into which formulae can be entered using the '=' sign to open the fomula.

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.



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Spreadsheets

Key Images



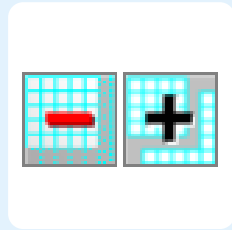
Open, close or share a file



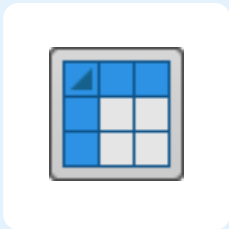
Save your work



Open a previously saved file



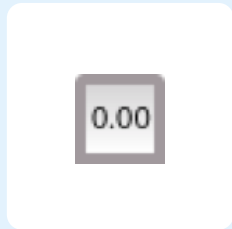
Increase or decrease spreadsheet size



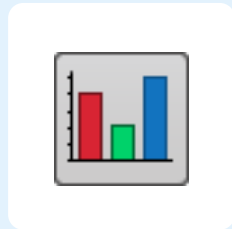
Advanced mode



Formula Wizard



Format Cell Toolbox



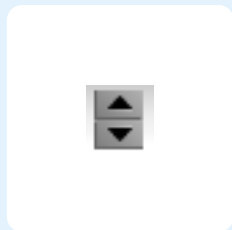
Charts



Totals toolbox



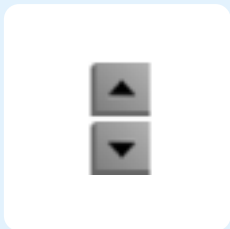
Image Tools



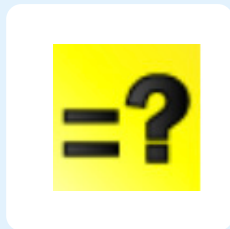
Controls Toolbox



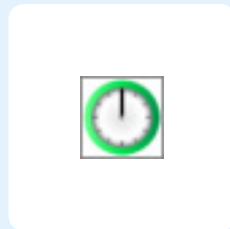
Random Number



Spin



Equals



Timer



To Copy



To Cut



To Paste