

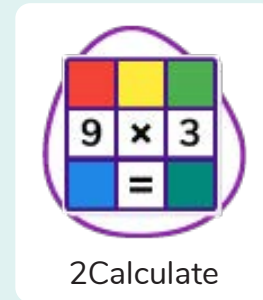
## Unit: 4.3

# Spreadsheets

### Key Learning

- To format cells as currency, percentage, decimal to different decimal places or fraction.
- To use the formula wizard to calculate averages.
- To combine tools to make spreadsheet activities such as timed times tables tests.
- To use a spreadsheet to model a real-life situation.
- To add a formula to a cell to automatically make a calculation in that cell.

### Key Resources



### Key Vocabulary

#### Average

A number expressing the typical value in a set of data. Also known as the mean. It is calculated by dividing the sum of the values in the set by their number.

#### 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.

#### Formula

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

#### Column

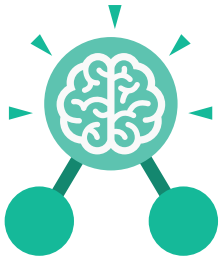
Boxes running vertically in a spreadsheet.

#### Budget

The amount of money available to spend on a project.

#### Chart

A diagram that represents data. Charts include graphs and other diagrams such as pie charts or flowcharts.



## Unit: 4.3

# Spreadsheets

### Key Vocabulary

#### Data

A collection of information, especially facts or numbers, obtained by observation, questions or measurement to be analysed and used to help decision-making.

#### Format Cell

The way that data is displayed in a cell. For example using units such as £ or \$.

#### Percentage

'per' 'cent' means number of parts per hundred.

#### Timer

When placed in the spreadsheet, clicking the timer adds 1 to the value of the cell to its right every second until it is clicked again.

#### Decimal place

The position of a digit to the right of a decimal point. In 2Calculate, the number of decimal places to be displayed can be chosen.

#### Formula Wizard

Use the formula wizard or type into the formula bar to create a formula in a cell, this will calculate the value for the cells based upon the value of other cells in the spreadsheet.

#### Place value

This is the value of each digit within a number. For example 354, the 3 = 3 hundreds, the 5 = 5 tens and the 4 = 4 ones.

#### Row

Boxes running horizontally in a spreadsheet.

#### Equals tool

Tests whether the entered calculation in the cells to the left of the tool has the correct answer in the cell to the right of the tool.

#### Line graph

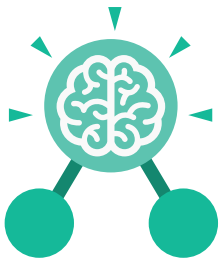
A line graph is used to display information which can change over time. For example, temperature at different times of the day.

#### Random Number Tool

This tool, when clicked, will generate a random number.

#### Spin Tool

This tool changes a number to the right of it by one each time an arrow is pressed.



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## Spreadsheets

### Key Images



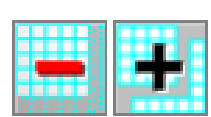
Open, close or share a file



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



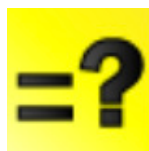
Controls Toolbox



Random Number



Spin



Equals



Timer



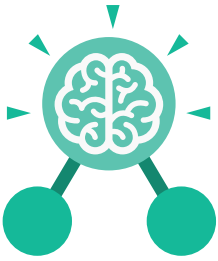
To Copy



To Cut



To Paste



## Unit: 4.3

### Spreadsheets

#### Key Questions

**How would you add a formula so that the cell shows the percentage score for a test?**

Click on the cell where you want the percentage score to be displayed then click the formula wizard button. Click on the cell that contains the score. Choose the  $\div$  operation then click on the cell that shows what the test was out of. Click OK. Click on the answer cell and then the format cell button. Choose % as the format.

**Which tools would you use to create a timed times tables test in 2Calculate?**

You could use the random tool, the spin tool, the equal tool and the timer tool.

**Give an example of the data that could be best represented by a line graph.**

Data where both axes will contain continuous data so that you can see trends in the data. Such as ages and heights, time and temperature, years and costs.

**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.