

Year: 6  
Term: Spring 1  
Topic: Data and Information - Introduction to Spreadsheets

A **spreadsheet** is a computer application that allows users to organise, analyse and store data in a table. Programs such as Microsoft Excel help users to make spreadsheets.

A spreadsheet can be made up of **multiple worksheets**. They can be reordered and renamed. Each **cell** has a unique reference, made up of a number (the row) and letter (the column).

**Data headings** allow data to be stored in a meaningful way.

To **select a cell**, we click on it. To enter data, we double click on it. Data can be typed directly into a cell or into the formula bar.

By clicking on a column or row, we can **sort** information in different ways (e.g. alphabetically, 0-9, etc).

**Data** is raw numbers and figures. **Information** is what we can understand from analysing data.

A **formula** can tell a computer which mathematical operation to use for a calculation: add, multiply, divide, or subtract. It also tells the computer which data to use.

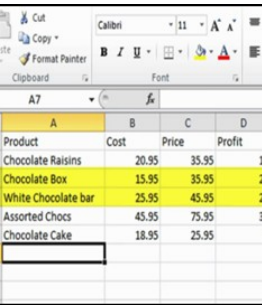
+ = add    - = subtract    \* = multiply    / = divide

Select your cell. Use cell references to create your formula.

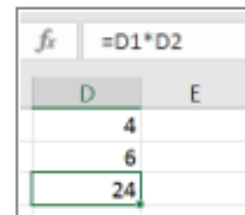
All formulas must begin with the = sign.

**Calculations:** Sometimes there are large amounts of data that require multiple or complex sums.

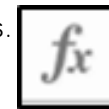
The 'fx' or 'sigma' icons (see below, depending on the program you are using) can help you to find averages (AVERAGE) add many cells together (SUM) and many other calculations.



	A	B	C	D
1	Product	Cost	Price	Profit
2	Chocolate Raisins	20.95	35.95	15
3	Chocolate Box	15.95	35.95	20
4	White Chocolate bar	25.95	45.95	20
5	Assorted Choocs	45.95	75.95	30
6	Chocolate Cake	18.95	25.95	7
7				
8				
9				



D	E
4	
6	
24	



**Duplicating:** Duplicating allows you to create copies of the same data, without having to type it out multiple times.

The copy and paste function (Ctrl+C and then Ctrl+V) can duplicate individual cells. You can duplicate whole worksheets by clicking on the worksheet name and selecting 'move or copy' then tick 'create a copy.'

## Glossary

### cell reference

A mix of the column letter and the row number. For example, the cell in column B and row 4 has the address B4.

### common attribute

A shared characteristic or quality used to group or sort different items of data.

### format

To change the way information looks without changing the information itself.

### operation

An action or a calculation the computer performs using data in different cells.

### range

When you select more than one cells at the same time.

Data and Information

