

Unit: Spreadsheets

Key Vocabulary

Advance mode	A mode of 2Calculate in which the cells have references and can include formulae.
Columns	Boxes running vertically 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.
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 formula.
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.
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
Spreadsheets	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.
Rows	Boxes running horizontally in a spreadsheet.
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.
Variable	Used in computing to keep track of things that can change while a program is running.

Key Question

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.

Key Icon



2Calculate

Key Images



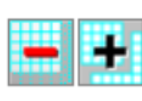
Open, close or share a file



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

Key Question

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.