

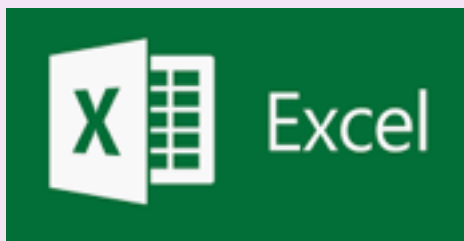
Unit: 6.9

Spreadsheets- with Microsoft Excel

Key Learning

- To know what a spreadsheet looks like.
- To navigate and enter data into cells.
- To introduce some basic data formulae in Excel for percentages, averages and max and min numbers.
- To demonstrate how the use of Excel can save time and effort when performing calculations.
- To use a spreadsheet to model a real-life situation.
- To demonstrate how Excel can make complex data clear by manipulating the way it is presented.
- To create a variety of graphs in Excel.

Key Resources



Key Questions

What is a spreadsheet used for?

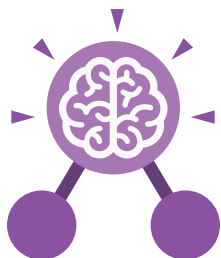
Spreadsheets are used to display, organise and interpret information. They are easy to manipulate and carry out useful calculations quickly.

How do you carry out a multiplication calculation?

Within the formula bar for the cell, you will need to write = then the cells you want to multiply using the operator *. For example, =A1*B1 will show the answer of A1 multiplied by B1. You can change the contents of A1 or B1 and this will change your answer.

How does using the SUM function save time?

Using the SUM function allows you to add together the total of many cells without having to write them all out. For example, it is easier to write =SUM(A1:A6) rather than = A1+ A2+ A3+ A4+ A5+ A6.



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Spreadsheets- with Microsoft Excel

Key Vocabulary

Alignment

How the contents of a cell is lined up and arranged.

Calculate

A spreadsheet's ability to complete calculations in a cell by using the = sign.

Cell

Each box on a spreadsheet is a cell. It can contain a variety of data such as letters, numbers, symbols and calculations.

Cell reference

The letter and number combination which shows a cells location on the page.

Chart

A tool which is used to display information in a form of a graph.

Column

The letter labelled columns going vertically down the sheet.

Formula(e)

A group of letters, numbers, or other symbols which represent a mathematical rule. It allows a spreadsheet to carry out calculations.

Function

Ready-made mathematical formulae which help you quickly carry out calculations.

Range

A collection of selected cells: all the numbers you want to appear in a calculation. For example, A1:A12 includes all the cells from A1 to A12.

Row

The numbered rows going horizontally across the sheet.

Spreadsheet

The main part of the page of a software tool used to organise information.

Style

How the contents of a cell is presented.

Sum

A function which adds together the totals in a range of cells.

Text Wrapping

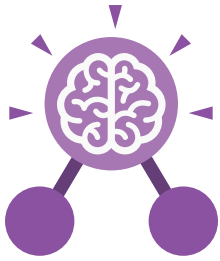
This displays the cells contents on multiple lines rather than one long line, allowing all the contents to be shown.

Value

What the data in a cell represents. This could be certain text e.g. blue/green, a date, or a number.

Workbook

A file can contain more than one 'sheet'. The complete file is called a spreadsheet workbook.



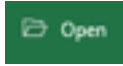
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Spreadsheets- with Microsoft Excel

Key Images



Open a new document



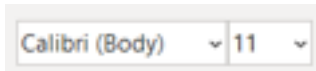
Open an existing document



Save your work



Home tab where many editing tools are found



Font Category



Formula Bar



Undo key



Insert tab where you can add in tables, illustrations and links



Insert cells



Text Wrapping



Formula Bar