

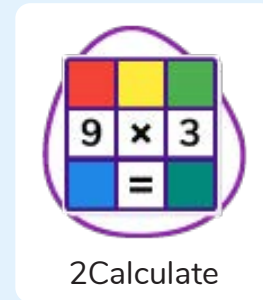
## Unit: 5.3

### 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?**

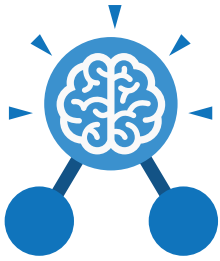
Click on the cell where you want the product to be displayed then click the formula wizard button. Click on the cell that contains the first number. Choose the x operation then click on the second number. Click OK.

**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.



## Unit: 5.3

### Spreadsheets

#### Key Vocabulary

##### Average Function

A feature that allows a user to find the average values of selected cells.

##### Advance mode

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

##### Copy and Paste

A way to copy information from the screen into the computer's memory and paste it elsewhere without re-typing.

##### Columns

Vertical reference points for the cells in a spreadsheet.

##### Cells

An individual section of a spreadsheet grid. It contains data or calculations.

##### Charts

Use this button to create a variety of graph types for the data in the 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.

##### Formula

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.

##### 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.

##### Move cell tool

This tool makes a cell's contents moveable by drag-and-drop methods.

##### Random tool

Click to give a random value between 0 and 9 to the cell.

##### Rows

Vertical reference points for the cells in a spreadsheet.

##### Spin Tool

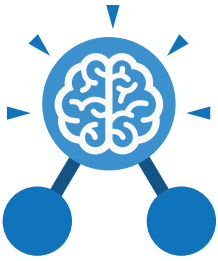
Adds or subtracts 1 from the value of the cell to its right.

##### Spreadsheet

A computer program that represents information 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.

##### Timer

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



# Unit: 5.3

## Spreadsheets

### Key Images



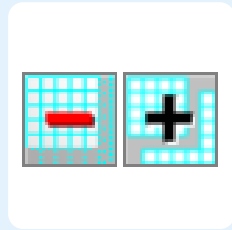
Open, close or share a file



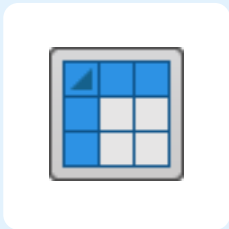
Save your work



Open a previously saved file



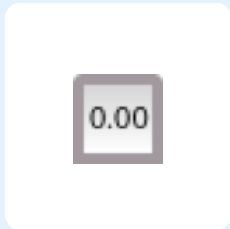
Increase or decrease spreadsheet size



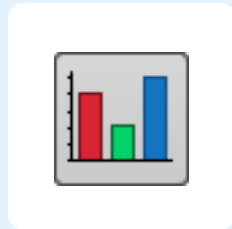
Advanced mode



Formula Wizard



Format Cell Toolbox



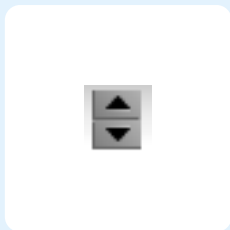
Charts



Totals toolbox



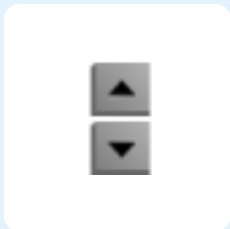
Image Tools



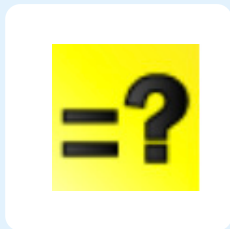
Controls Toolbox



Random Number



Spin



Equals



Timer



To Copy



To Cut



To Paste