

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.
- To apply spreadsheet skills to solving problems.

Key Resources



Key Questions

What is a spreadsheet used for?

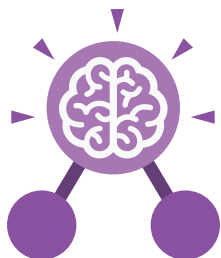
Spreadsheets are used to display, organise and interpret information. They are easy to manipulate and carry out useful calculations quickly.

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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Key Vocabulary

Auto fit

A function of a spreadsheet that alters column widths to fit data.

Chart

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

Conditional formatting

When a cell or cells are formatted in a specific way depending upon the values in the cell or cells.

Formula(e)

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

Horizontal axis

The x-axis of a graph is called the horizontal axis.

Spreadsheet

A software tool used for organising information and performing calculations on the data. A spreadsheet workbook file is organised into sheets.

Cell

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

Column

Vertical, lettered reference points for the cells 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 Bar

An area of the spreadsheet into which formulae can be entered using the '=' sign to open the formula.

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.

Vertical axis

The y-axis of a graph is called the vertical axis.

Cell Reference

Each cell has a cell reference that shows its position. The cell reference is displayed in the box on the top left (not on tablet version).

Computational Model

Creating or using a simulation (a model) of a real-life situation, on a computer.

Delimiter

A character that separates each piece of data.

Graph

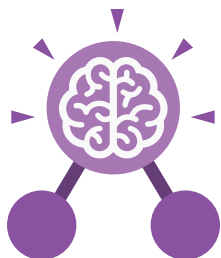
A diagram that represents data there are specific layouts for graphs including bar graphs and line graphs.

Row

Horizontal, numbered reference points for the cells in a spreadsheet.

Text Wrapping

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



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Spreadsheets with Microsoft Excel

Key Images



Open a new document



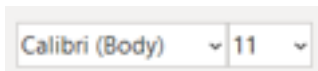
Open an existing document



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