Year 7 | Topic 5 | **Computer Science** | Spreadsheets

Spreadsheets are used to store information and data. Once we have our information in a spreadsheet we can run powerful calculations, make graphs and charts and analyse patterns.

Other uses for spreadsheets -

- Modelling and Planning
- Home/Business Finance and Budgeting
- Wages/Invoices
- Predictions / Simulations / Calculations

What is a

function?

What is a

formula?

Creating charts and graphs

		Formulas Date	Review	their Ad	Alta Austr	d for	Hotel - Microse	
	Eg Com *	D - A A	_			Currency		Cell Reference
	Optional Tenter II Z II - III	3. A.			_	Mr. N	W. AT 1988	
		M(cs-c11)						
Column	1	January	C	D House	6	May	June	
	Chocolate	January	Petruary	March	April	May	June	
	_ Stock control							Numeric Data
Text Label	4 Opening balance of chocolate	150	150	150	150	150	150	
Trem Education 1	§ Number of bars bought	100	100	100	100	100	150	
	§ Total stock level			_	_			
Row	7 Number of bars sold	200	225	225	210	200	265	1 1
	g Number of bars left	_				_		
_	Profitions		_					
	11. Cost price per bar	63.30	13.39	(3.30	63.30	61.70	10.30	11
	5elling price per bar	0.46	02.46	E2.45	13.40	02.46	10.45	1.1
Worksheet	13 Income per bar							Carthus Call
	Sa Total Income from chocolate		63.75	4		_		Active Cell
	*							
	17							1 +
	Formula	1						
	1							
	* * * * Sits East Believe sheet /5							

Meaning of symbols					
+	Add				
-	Subtract				
*	Multiple				
/	Divide				
>	Greater than				
<	Less than				
>=	Greater than				
	and equal to				
<=	Less than and				
	equal to				

= SUM Adds a range of cells together

= AVERAGE Finds an average for a range of cells

= MIN Returns the smallest value in range

= MAX Returns the highest value in a range

= COUNT Counts cells if they meet a condition

A function is a standard routine used to perform common tasks. It represents a complex formula that uses reserved words e.g COUNTIF, SUM. A function performs a specific set of operations on its input values to produce a single output value.

Using formulas in spreadsheets can allow you to quickly make calculations and get totals of multi-

Golden rule: every formula always starts with an =

	Cell references begin with a letter, and finish with a number. EG: A1							
	Α	В	С	D	Ε	F	G	
1								
2								
3								
4								
5								

l	A range is a selection of cells. EG: (A2:F4)							
П		Α	В	С	D	Ε	F	G
П	1							
П	2							
ı	3							
ı	4							
ı	5							

ple cells, rows or columns in a spreadsheet..

Conditional Is a tool that allows you to apply formats to a cell or a range of cells, and have that formatting change depending on the values of the cell o the result of a formula. For example, you can have a cell appear bold only when the value is greater than 100.

Active Cell		The cell you have selected and are currently on. Cell A rectangular box in a worksheet that can contain data.			
Cell Reference		A name given to each cell made up of the column letter and row number of that cell.			
Chart		A graph - used to show data in a visual way.			
Column		A vertical collection of cells. Each column has a letter to represent it.			
Data Type		The type of value being stored in a cell. Text 16 Yes/No £34.59			
Formatting Tools		A set of tools that allow the style of a cell to be changed.			
Formula		A set of instructions to be carried out.			
Function		A named formula built into a spreadsheet to perform a task.			
Modelling		Using a computer to predict and investigate a real life situation.			
Row		A horizontal collection of cells. Each row has a number to represent it.			
Spreadshee	et	A computer program (software) that shows information in a grid of data where calculations can be performed.			
Workbook		A spreadsheet file made up of worksheets.			
Worksheet A single page within a workbook.					
IF	one of the logical functions , to return one value if a condition is true and another value if it's false. For example: =IF (A2>B2,"Over Budget","OK") =IF (A2=B2,B4-A4,"")				
Count IF	=COUNTIF (Where do you want to look?, What do you want to look for?)				
Auto SUM	Excel automatically enters a formula (that uses the SUMfunction) to sum the numbers				
= COUNT	Counts cells if they meet a condition				

Data