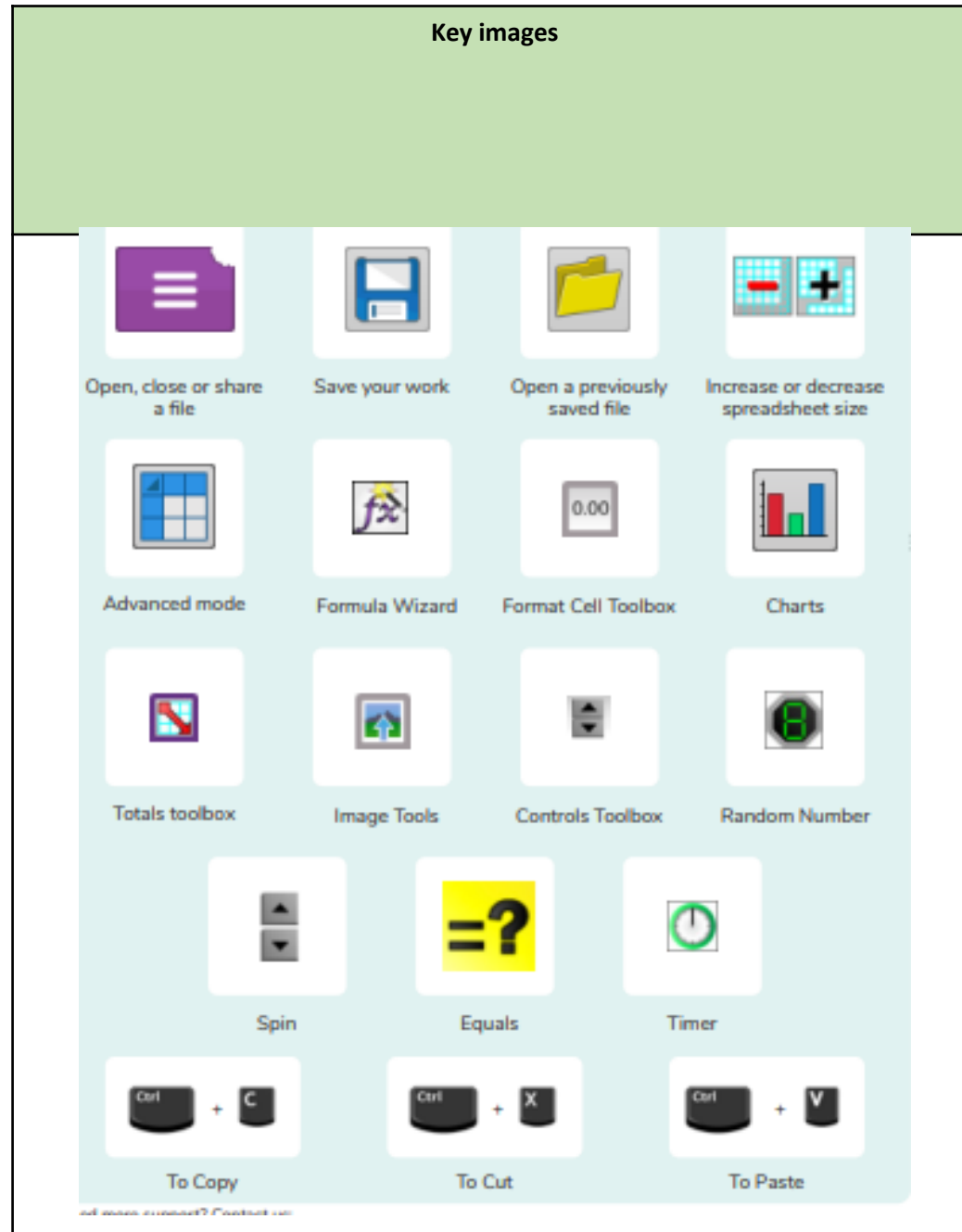


ESSENTIAL VOCABULARY

Average	A number expressing the typical value in a set of data. Also known as the mean. It is calculated by dividing the sum of the values in the set by their number.
Spreadsheet	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.
Formula	A group of letters, numbers, or other symbols which represents a scientific or mathematical rule. The plural of formula is formulae.
Column	Boxes running vertically in a spreadsheet.
Budget	The amount of money available to spend on a project.
Chart	A diagram that represents data. Charts include graphs and other diagrams such as pie charts or flowcharts.
Data	A collection of information, especially facts or numbers, obtained by observation, questions or measurement to be analysed and used to help decision-making.
Format cell	The way that data is displayed in a cell. For example using units such as £ or \$.
Row	Boxes running horizontally in a spreadsheet.
Spin tool	This tool changes a number to the right of it by one each time an arrow is pressed.
Formula wizard	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. .

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 learning

- To format cells as currency, percentage, decimal to different decimal places or fraction.
- To use the formula wizard to calculate averages.
- To combine tools to make spreadsheet activities such as timed times tables tests.
- To use a spreadsheet to model a real-life situation.
- To add a formula to a cell to automatically make a calculation in that cell.

Key resources



Key questions

Q: How would you add a formula so that the cell shows the percentage score for a test?

A: Click on the cell where you want the percentage score to be displayed then click the formula wizard button. Click on the cell that contains the score. Choose the ÷ operation then click on the cell that shows what the test was out of. Click OK. Click on the answer cell and then the format cell button. Choose % as the format.

Q: Explain what a spreadsheet model of a real-life situation is and what it can be used for?

A: 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.

Q: Which tools would you use to create a timed times tables test in 2Calculate?

A: You could use the random tool, the spin tool, the equal tool and the timer tool.