

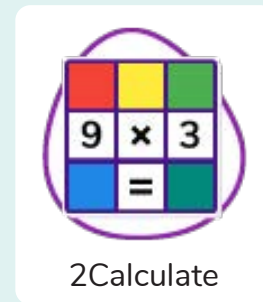
## Unit: 4.3

# Spreadsheets

### 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 Vocabulary

#### Average

Symbols used to represent comparing two values.

#### Columns

Vertical reference points for the cells in a 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.

#### Advance mode

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

#### Cells

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

#### Formula

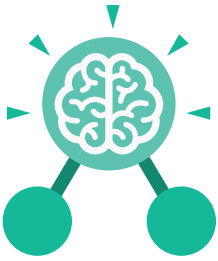
Use the formula wizard or type into the formula bar to create a formula in a cell, this will calculate the value for the cells based upon the value of other cells in the spreadsheet.

#### Copy and Paste

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

#### Charts

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



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# Spreadsheets

### Key Vocabulary

#### 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

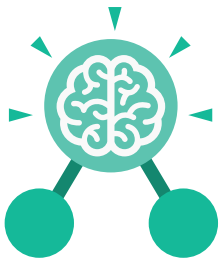
Adds or subtracts 1 from the value of the cell to its right.

#### 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: 4.3

## Spreadsheets

### Key Images



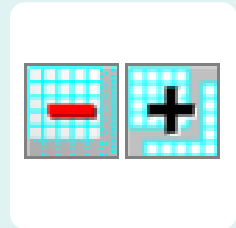
Open, close or share a file



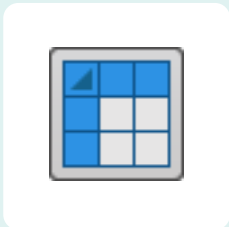
Save your work



Open a previously saved file



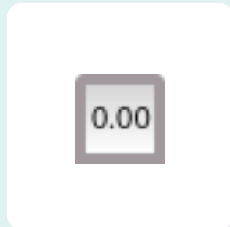
Increase or decrease spreadsheet size



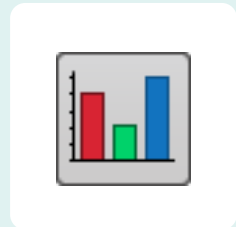
Advanced mode



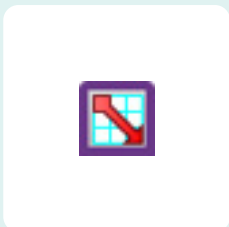
Formula Wizard



Format Cell Toolbox



Charts



Totals toolbox

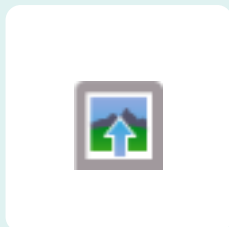
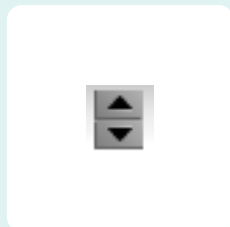


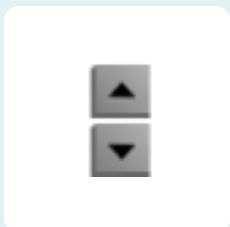
Image Tools



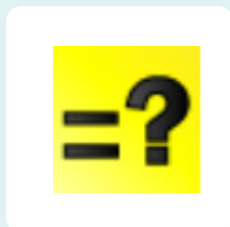
Controls Toolbox



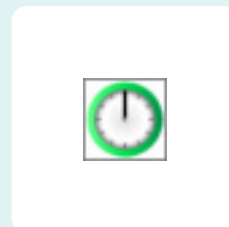
Random Number



Spin



Equals



Timer



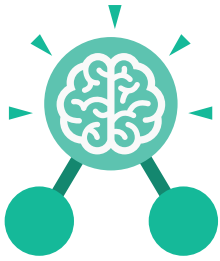
To Copy



To Cut



To Paste



## Unit: 4.3

# Spreadsheets

### Key Questions

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

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  $\div$  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.

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

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

**Give an example of the data that could be best represented by a line graph.**

Data where both axes will contain continuous data so that you can see trends in the data. Such as ages and heights, time and temperature, years and costs.

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

It represents the data of a situations 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.