

## Unit: 4.3 – Spreadsheets

Key Learning

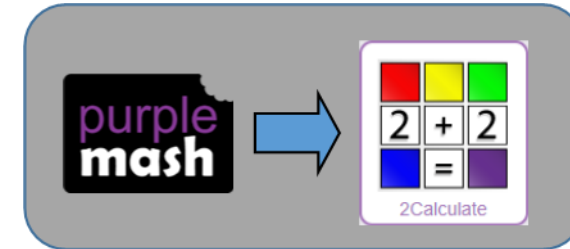
Formatting cells as currency, percentage, decimal to different decimal places or fraction.

Using the formula wizard to calculate averages.

Combining tools to make spreadsheet activities such as timed times tables tests.

Using a spreadsheet to model a real-life situation.

To add a formula to a cell to automatically make a calculation in that cell.

Key ResourcesKey Vocabulary

**Average** – Symbols used to represent comparing two values

**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.

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Key Images

Open the main menu	
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	
Equals	
Spin	
Timer	
To copy	To cut
To paste	

Key Questions

<p>How would you add a formula so that the cell shows the percentage score for a test?</p>	<p>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.</p>
<p>Which tools would you use to create a timed times tables test in 2Calculate?</p>	<p>You could use the random tool, the spin tool, the equal tool and the timer tool.</p>
<p>Give an example of the data that could be best represented by a line graph.</p>	<p>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.</p>
<p>Explain what a spreadsheet model of a real-life situation is and what it can be used for?</p>	<p>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.</p>