

Vocabulary

Word	Meaning
cell	An individual entry in a spreadsheet
cell reference	The column letter and row number that identifies a specific cell
column	A vertical set of cells
data	Information stored in a cell (e.g. values, formulas, functions, labels, images)
formula	A sequence inside a cell used to produce a value
range	A set of cells across rows and/or columns
row	A horizontal set of cells
spreadsheet	Data arranged in columns and rows
SUM	Add up the values in one or more cells
worksheet	The rows and columns that make up a spreadsheet

E-Safety

We make lots of choices about the things we do online. When we make these choices we have to think about how they might affect ourselves and others. Our choices can have a long-lasting affect.

Creating Spreadsheets

	A	B	C	D	E
1	Packed Lunch Planner				
2	Quantity	Item	Cost Each	Total Cost	
3	30	Rice cakes	£ 0.29	£ 8.70	
4	10	Carton of apple juice	£ 0.47	£ 4.70	
5	30	Orange	£ 0.38	£ 11.40	
6	4	Packet of rasins	£ 0.30	£ 1.20	
7	6	Sandwich	£ 0.55	£ 3.30	
8	7	Biscuit	£ 0.17	£ 1.19	
9					
10			TOTAL	£ 30.49	
11					

The **cell reference** that tells us the total cost of rice cakes is D3 because it is in **column D** and **row 3**.

These cells have been set up to show the values as amounts of money.

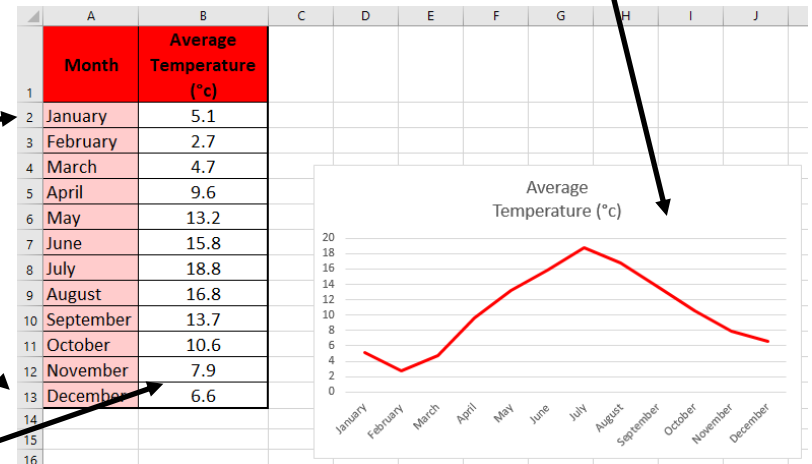
The **SUM formula** is used to calculate the total of the cells above this =SUM(D3:D8)

Information from a table can be used to draw a graph. There are different types of graphs and charts to choose from.

If we change the values in any of these **cells** the total will automatically be recalculated.

The **range** of cells which list the months of the year are A1:A13

If we change any of the temperature **data** in the table the line graph will be automatically redrawn.



I know...

...that spreadsheets can be used to store numerical data and make calculations



...how to identify a cell using rows and columns



...that my choices and actions online can affect other people as well as me



...how to enter a formula to calculate totals



...how to use a spreadsheet to model a costing exercise



...that graphs and charts can be created and easily changed from spreadsheet data



...how the SUM function can be used to create formulas that will perform addition calculations



Extending your learning

Things you could do at home to extend your learning:

1. Create a shopping list or meal planner for your family using a spreadsheet with formulae so you can change costs and quantities.
2. Keep a reading diary spreadsheet to record how long you spend reading each day. Create a graph to how long you read for.