COMPUTING: Spreadsheets

KNOWLEDGE ORGANISER

Overview

Spreadsheets

These 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 -

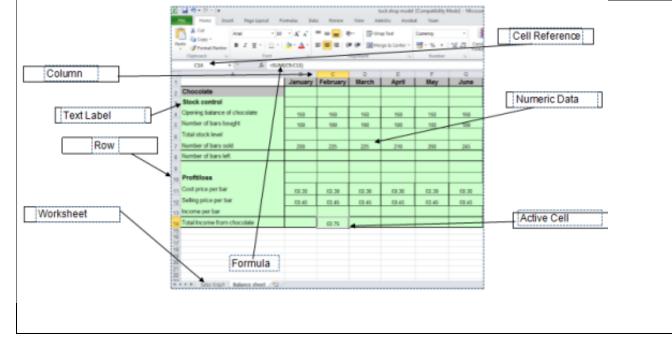
Modelling and Planning
Home/Business Finance and Budgeting
Wages/Invoices
Predictions / Simulations / Calculations
Creating charts and graphs

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Spreadsheets

Wider reading:

http://bbc.co.uk/education/guides/zdydmp3/revision http://bbc.co.uk/schools/gcsebitesize/ict/modelling/Ospreadsheetsrev1.shtml



Common formulas/						
SUM Average Min Max Count	Adds a range of cells together Finds an average for a range of Returns the smallest value in a ran Returns the largest value in a ran Counts cells if they meet a conditional statements and the statements and the statements are statements at the statements are statements at the statement at the statements are statements at the statements at the statements are statements at the statements at					
IF	One of the logical functions, to ret and another value IF it is false. Fo Budget","OK")=IF(A2=B2,B4-A4,"					
COUNTIF	=COUNTIF (Where do you want to for?)					
AUTO SUM	Excel automatically enters a form sum the numbers.					
= COUNT	Counts cells if they meet a condition					

Key terms	
d routine used to ts a complex formula	Operators:
KUP, IF. A function	+ Adds two numbers/cells
s on its input values	- Subtracts one cell or number from another
dsheets can allow	* Multiplies two numbers or cells
nd get totals of spreadsheet.	/ Divides one number/cell from another one
	< Less than
ool that allows you to	> Greater than
of cells, and have that ne value of the cell or	<= Less than or equal to
	>= Greater than or equal to

Function – a function is a standard routine used to perform common tasks. It represents a complex for that uses reserved words e.g. VLOOKUP, IF. A funcperforms a specific set of operations on its input vato produce a single output value.

Formula – Using formulas in spreadsheets can all you to quickly make calculations and get totals of multiple cells, rows or columns in a spreadsheet.

Conditional Formatting – is a tool that allows apply formats to a cell or a range of cells, and hav formatting change depending on the value of the the value of the formula

Important Vocabulary							
Columns	Rows	Cells	Cell reference	Formatting	Formula	Data	Fu



Common formulas/functions

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eturn one value **IF** a condition is true for example: =IF(A2>B2,"Over "")

Year 8

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nula (that uses the SUM function) to

ion.

Functions