

# COMPUTING: Spreadsheets

## KNOWLEDGE ORGANISER

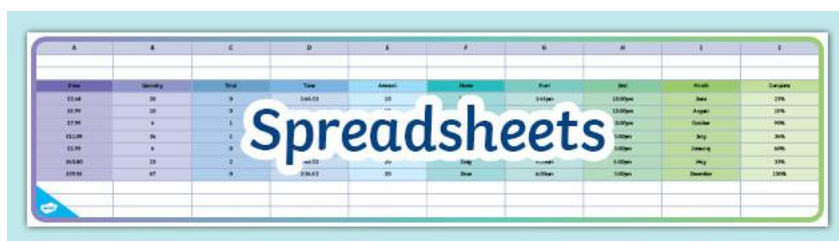
### Overview

#### 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



### Spreadsheets

Wider reading:

<http://bbc.co.uk/education/guides/zdydmp3/revision>

<http://bbc.co.uk/schools/gcsebiteize/ict/modelling/Ospreadsheetsrev1.shtml>

### Common formulas/functions

SUM	Adds a range of cells together
Average	Finds an average for a range of cells
Min	Returns the smallest value in a range
Max	Returns the largest value in a range
Count	Counts cells if they meet a condition
IF	One of the logical functions, to return one value <b>IF</b> a condition is true and another value <b>IF</b> it is false. For example: =IF(A2>B2,"Over Budget","OK")=IF(A2=B2,B4-A4,"")
COUNTIF	=COUNTIF (Where do you want to look?, What do you want to look for?)
AUTO SUM	Excel automatically enters a formula (that uses the SUM function ) to sum the numbers.
= COUNT	Counts cells if they meet a condition.

### Key terms

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

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

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

#### Operators:

- + Adds two numbers/cells
- Subtracts one cell or number from another
- \* Multiplies two numbers or cells
- / Divides one number/cell from another one
- < Less than
- > Greater than
- <= Less than or equal to
- >= Greater than or equal to

### Important Vocabulary

Columns

Rows

Cells

Cell reference

Formatting

Formula

Data

Functions