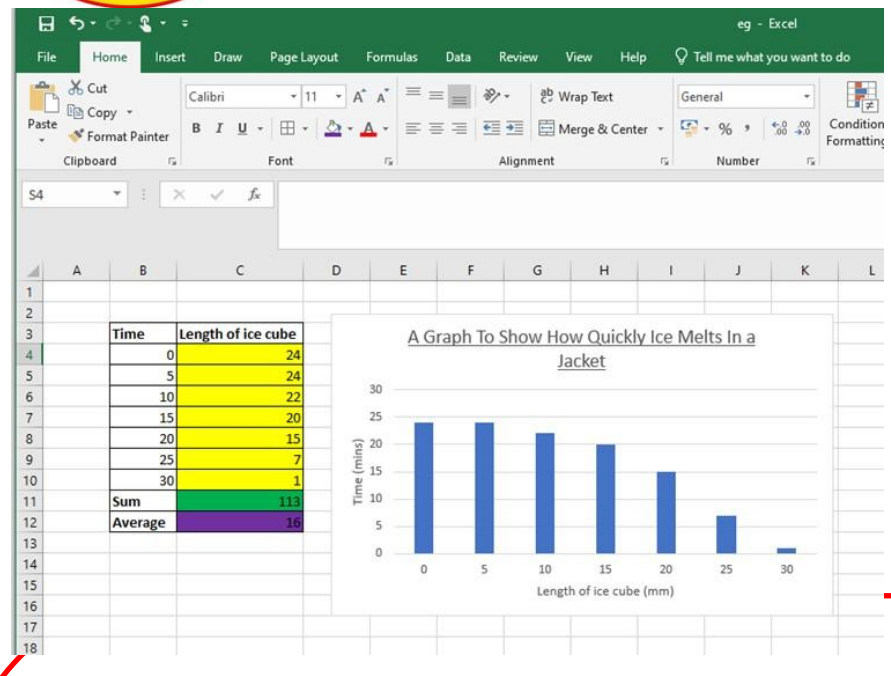
"Whatever you do, work at it with all your heart"

Colossians 3:23



Excel

Year 5

Autumn 2

Key Knowledge

To know that:

By highlighting data on EXCEL and clicking on the INSERT tab and graph picture, a graph can be created.

Typing = allows you to write a formula which can calculate the sum or average of a set of data.

Pressing the CTRL and C buttons on the keyboard at the same time copies what is highlighted, then CTRL + V will paste this.

* signifies 'multiply'

/ signifies 'divide'

A spreadsheet is used to perform calculations and data analysis with accuracy and speed

Data can be typed directly into a cell or into the formula bar

A row is a numbered, horizonal set of cells

A column is a lettered, vertical set of cells

A cell reference is a letter followed by a number that represents the position of a cell

A formula is a simple calculation or instruction given to a specific set of cells.

Information online may be incorrect.

Key Vocabulary:

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.

Cell: the boxes you see in the grid of an Excel worksheet

Sum: the total of a set of numbers

Average: the total of a set of numbers, divided by the amount of numbers added

Formula: used to do mathematical calculations

Reliable - can be trusted and believed

Source: stating where you found the information e.g. the name of the book or website address.

Data – facts and numbers gathered together for reference.

Highlight – to select an area of text, shown by a coloured box over it.

Reliable – can be trusted or believed.