

# Computing – Data and Information – Intro to Spreadsheets

**Communicating**  
Computer technologists use ICT to communicate with a range of audiences, and to research information.

**Publishing**  
Computer technologists use a range of software to present and record information.

**Coding**  
Computer technologists create and debug programmes.

**Safety**  
Computer technologists know how to use ICT equipment, communication devices and the internet safely.

## What should I already know?

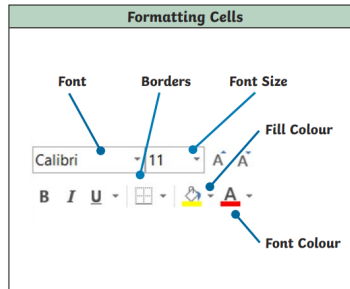
How to identify a label for a group of objects and describe objects with similar properties so that they can be grouped. You have also learnt how to collect data and to sort the data to find information quickly. After data collection you have also had experience with drawing conclusions from the data that has been collected.

## What am I going to learn?

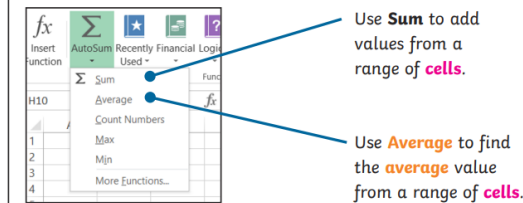
A spreadsheet displays, organises and manipulates data. It can be used to store and sort data in different ways; filter and search data; carry out calculations; show data visually in graphs and charts.

### Useful Formulas

Function	Formula	Example
add values	= cell+cell	=A1+B1
subtract values	= cell-cell	=A1-B1
multiply values	= cellxcell	=A1xB1
divide values	= cell/cell	=A1/B1

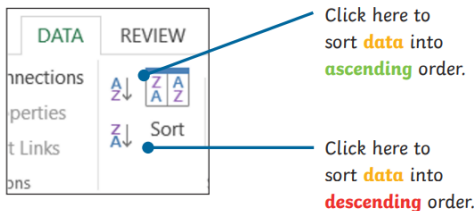


### AutoSum Function



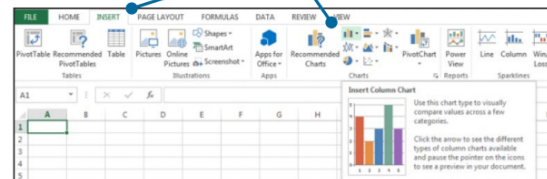
### Sorting Data

To sort **data** in an **ascending** or **descending** order, select **DATA** from the toolbar.



### Creating Graphs

To create a graph to display your **data**, click **INSERT** and then choose **Column Chart/Graph**.



## Key Vocabulary

## Definition

cell	A box on a spreadsheet in which you enter a single piece of data.
column	A range of cells that go down (vertically) on a spreadsheet.
row	A range of cells that go across (horizontally) on a spreadsheet.
format	The appearance or presentation of text, objects or images.
data	A collection of information. Data in spreadsheets often shows calculations, graphs and the sorting or filtering of information.
ascending	Going up in number or letter order, i.e. A-Z or 1-10.
descending	Going down in number or letter order, i.e. Z-A or 10-1.
formula	A calculation using numbers, mathematical operations and cells in a spreadsheet.
calculate	To use numbers to find out a total number, amount, distance, etc.
average	Calculated by adding several amounts together, finding a total, and dividing the total by the number of amounts.

## Computer and Internet Safety

**To understand the positive differences technology makes throughout the world**— It is vital that we maintain a healthy balance and be safe online, it is also important to celebrate the positive value we gain from technology and its use as part of everyday life.

**Create a positive online reputation**— Our words and actions define how others see us - in real life and online. We can take control of our online reputation by thinking about what we post online and the way we interact online with others.

**Use, manage and remember passwords**— It is important to keep passwords safe and private and understand what makes the safest, strongest passwords.