



# Computing Spreadsheets Knowledge Organiser


## Key Knowledge

To add a formula so that the cell shows the product of two other cells: Click on the cell where you want the product to be displayed then click the formula wizard button. Click on the cell that contains the first number. Choose the x operation then click on the second number. Click OK.


A spreadsheet model of a real-life situation represents the data of a situation for example: Budgeting for a party; working out how big a field needs to be for a certain number of animals; working out how to spend your pocket money over time. Using the existing data to predict what time your

## Key objectives and skills


- To use formulae within a spreadsheet to convert measurements of length and distance.
- To use the count tool to answer hypotheses about common letters in use.
- To use a spreadsheet to model a real-life problem.
- To use formulae to calculate area and perimeter of shapes.
- To create formulae that use text variables.
- To use a spreadsheet to help plan a school cake sale.




Open a previously saved file




Open, close or share a file




Save your work




Formula Wizard




To Cut




To Copy




To Paste



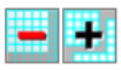
Advanced mode




Spin




Format Cell Toolbox



Increase or decrease spreadsheet size



Charts



Totals toolbox






Image Tools



Controls Toolbox

Key Vocabulary	
Advance mode	A mode of 2Calculate in which the cells have references and can include formulae.
Columns	Boxes running vertically in a spreadsheet.
Algorithm	A precise step by step set of instructions used to solve a problem or achieve an objective.
Data	A collection of information, especially facts or numbers, obtained by observation, questions or measurement to be analysed and used to help decision-making
Format	The way that text looks. Formatting cells is helpful for interpreting a cell's contents for example you might want to format a cell to show a fraction e.g. $4 \frac{1}{2}$ or include units such as £ or \$.
Formula	A group of letters, numbers, or other symbols which represents a scientific or mathematical rule. The plural of formula is formulae.
Formula Bar	An area of the spreadsheet into which formulae can be entered using the '=' sign to open the formula.
Formula Wizard	The wizard guides you in creating a variety of formulae for a cell such as calculations, totals, averages, minimum and maximum for the selected cells.
'How Many?' Tool	Counts how many of a variable there are in a spreadsheet.
Rows	Boxes running horizontally in a spreadsheet.
Spreadsheet	A computer program that represents data in cells 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.
	Adds up the value of every cell above it, next to it or diagonal
	according to which total tool is selected.
	computing to keep track of things that can change
	program is running.
Equals	
Timer	