

Lesson	Can you?
Lesson 1: Getting to know a spreadsheet	Identify columns, rows, cells, and cell references in spreadsheet software Use formatting techniques in a spreadsheet
Lesson 2: Quick calculations	Use basic formulas with cell references to perform calculations in a spreadsheet (+, -, *, /) Use the autofill tool to replicate cell data
Lesson 3: Collecting data	Explain the difference between data and information Explain the difference between primary and secondary sources of data
Lesson 4: Become a data master!	Analyse data Create appropriate charts in a spreadsheet Use the functions SUM, COUNTA, MAX, and MIN in a spreadsheet
Lesson 5: Level up your data skills!	Analyse data Use a spreadsheet to sort and filter data Use the functions AVERAGE, COUNTIF, and IF in a spreadsheet
Lesson 6: Assessment	Use conditional formatting in a spreadsheet Apply all the spreadsheet skills covered in this unit

### Useful websites

- [www.en.wikipedia.org/wiki/2016\\_Summer\\_Olympics\\_medal\\_table](http://www.en.wikipedia.org/wiki/2016_Summer_Olympics_medal_table)
- [www.en.wikipedia.org/wiki/2018%E2%80%9319\\_Premier\\_League](http://www.en.wikipedia.org/wiki/2018%E2%80%9319_Premier_League)
- [www.socialblade.com/youtube](http://www.socialblade.com/youtube)
- [www.tinyurl.com/22psbudt](http://www.tinyurl.com/22psbudt) (weather data)



Spreadsheets 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.

### Entering data into a cell

Data can be typed directly into a cell or into the formula bar. To the left of the formula bar you will find the name box. It shows the selected cell.

The three types of data you can enter into a cell are data, labels and formulas.

- Data – values, usually numbers but can be letters or a combination of both.
- Labels – headings and descriptions to make the spreadsheet easier to understand.
- Formulas – calculations that update automatically if referenced data changes.

### Symbols used in formulas

There are a number of symbols used in formulas or calculations. These are the most common ones:

- '+' add
- '-' subtract
- '\*' multiply
- '/' divide



### Workbooks and worksheets

A spreadsheet file is made up of one workbook and multiple worksheets. Worksheets appear as tabs at the bottom of a workbook. They can be reordered and renamed.

### Functions

Functions make more complex calculations. Simple and regularly used functions include:

- SUM – adds values in selected cells
- MIN – finds smallest value
- MAX – finds largest value
- AVERAGE – finds the average value
- COUNT – counts how many of the selected cells have numbers in them

Like formulas, all functions start with an equals sign (=) followed by the function's name, eg SUM, MIN, MAX, etc.

### Advanced functions

- IF – change the value of a cell if something is true, eg if a customer's total bill is over £100, deduct 10% from their bill.
- COUNTIF – adds up cells that meet a certain rule, eg count the number of students that achieved level 6.
- VLOOKUP – matches contents of a cell with an answer, eg how much is a pepperoni pizza?