



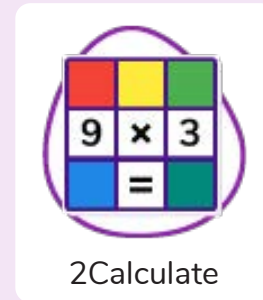
## Unit: 6.3

### Spreadsheets

#### Key Learning

- To use a spreadsheet to investigate the probability of the results of throwing many dice.
- To use a spreadsheet to calculate the discount and final prices in a sale.
- To use a spreadsheet to plan how to spend pocket money and the effect of saving money.
- To use a spreadsheet to plan a school charity day to maximise the money donated to charity.

#### Key Resources



#### Key Vocabulary

##### Average

Symbols used to represent comparing two values

##### Columns

Vertical reference points for the cells in a spreadsheet.

##### Count (how many) tool

Counts the number of whatever value object is in the cell to its immediate left and puts the answer in the cell to its immediate right.

##### Advance mode

A mode of 2Calculate in which the cells have references and can include formulae.

##### Cells

An individual section of a spreadsheet grid. It contains data or calculations.

##### Dice

When clicked, this will simulate a dice roll by switching to one of the faces of a die.

##### Copy and Paste

A way to copy information from the screen into the computer's memory and paste it elsewhere without re-typing.

##### Charts

Use this button to create a variety of graph types for the data in the spreadsheet.



## Unit: 6.3

# Spreadsheets

### Key Vocabulary

#### Equals tool

tests whether the entered calculation in the cells to the left of the tool has the correct answer in the cell to the right of the tool.

#### Formula

Use the formula wizard or type into the formula bar to create a formula in a cell, this will calculate the value for the cells based upon the value of other cells in the spreadsheet.

#### 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.

#### Move cell tool

This tool makes a cell's contents moveable by drag-and-drop methods.

#### Random tool

Click to give a random value between 0 and 9 to the cell.

#### Rows

Vertical reference points for the cells in a spreadsheet.

#### Spin Tool

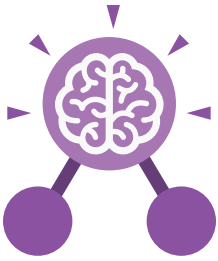
Adds or subtracts 1 from the value of the cell to its right.

#### 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.

#### Timer

When placed in the spreadsheet, click the timer to add 1 to the value of the cell to its right every second until it is clicked again.



# Unit: 6.3

## Spreadsheets

### Key Images



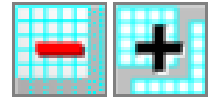
Open, close or share a file



Save your work



Open a previously saved file



Increase or decrease spreadsheet size



Advanced mode



Formula Wizard



Format Cell Toolbox



Charts



Totals toolbox



Image Tools



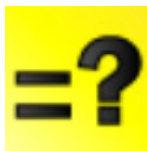
Controls Toolbox



Move



Dice



Equals



Count



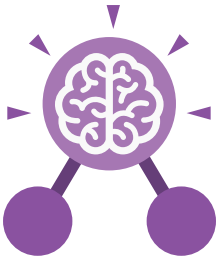
To Copy



To Cut



To Paste



## Unit: 6.3

### Spreadsheets

#### Key Questions

**How would you add a formula so that the cell shows the total of a column of cells?**

Use the formula wizard advanced total tool or type a formula into the cell by using the '=' symbol, mathematical operators and cell references.

**What is a computational model and what it can be used for?**

Modelling in Computing means creating or using a simulation (a model) of a real-life situation, on a computer. It 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 the best price for an item or using the existing data to predict what time your shadow will be a certain length.

**If you were going to use a spreadsheet to plan your dream holiday. What data would you collect to cost the trip?**

Ideas could include:  
Include travel;  
comparing the cost of different methods, airports, airlines, different companies and discounts such as rail cards.  
Cost of accommodation of different types, trips out, food, passports, immunisations.