

Introduction to Spreadsheets- Year Six

Vocabulary	Word Definition
Spreadsheet	A type of computer software that allows its user to store and analyse data. Spreadsheets appear as rectangular grids, or sheets, that are made up of columns, rows, and cells
Cells	Each cell contains a piece of data and is given its own address, or reference, using the column and row labels. Cell D6 , for example , is in column D, row 6
Formula	A formula requires the computer to do a calculation using a set of data that appears in the spreadsheet . For example , cell C3 may contain the formula $A3 + B3 =$. This formula instructs the computer to add the number in cell A3 to the number in cell B3 and put the answer in cell C3.
Duplicate	The exact same of something. A copy of something.



Questions

1. What different ways can you present data?
2. Can you suggest when it is better to use a graph or a table?
3. What are spreadsheets useful for?
4. In what type of jobs do you think people use spreadsheets?

The screenshot shows a Microsoft Excel spreadsheet titled "T-Shirt Sales". The data is organized in a table with columns for days of the week (Monday to Saturday) and a "Total" column. The rows represent different T-shirt sizes (Extra small, Small, Medium, Large, Extra large) and a "Daily Total" row. The "Weekly Total" is calculated at the bottom right.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
Extra small	87	87	98	89	87	87	
Small	44	1000	90	78	45	98	
Medium	78	58	88	85	87	78	
Large	45	87	78	97	78	87	
Extra large	87	88	85	98	78	87	
Daily Total							
Weekly Total							