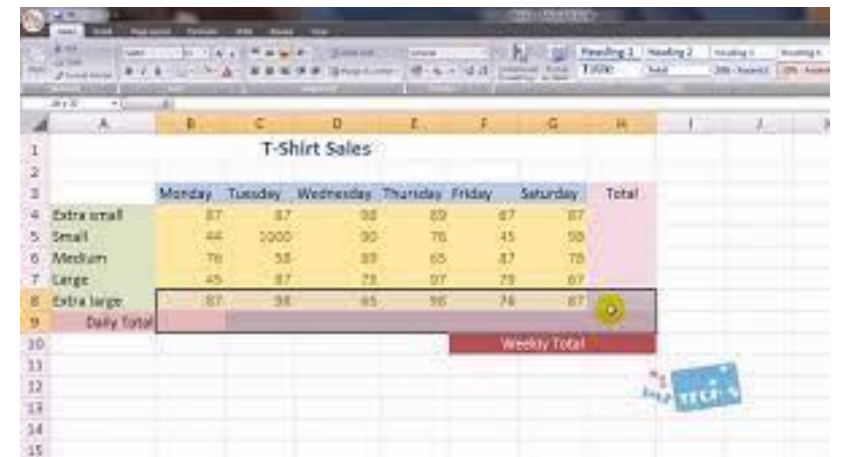


Introduction to Spreadsheets- Year Six

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 an Excel spreadsheet with the following data:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
4 Extra small	87	87	98	89	87	87	
5 Small	44	1000	90	78	45	98	
6 Medium	78	58	88	85	87	78	
7 Large	45	87	78	87	78	87	
8 Extra large	87	88	85	98	78	87	
9 Daily Total							
10							
11							Weekly Total
12							
13							
14							
15							

