

Previously
in LKS2,
we
learned:

Presentation
Skills

UKS2
Heron
A

Spreadsheets

Later in
KS3, you
will learn:

Digital Literacy

Knowledge

By the end of this unit of study, pupils will be able to:

One	To enter data and formulae into a spreadsheet.	<input type="radio"/>
Two	To order and present data based on calculations.	<input type="radio"/>
Three	To add, edit and calculate data.	<input type="radio"/>
Four	To use a spreadsheet to solve problems.	<input type="radio"/>
Five	To plan and calculate a spending budget.	<input type="radio"/>
Six	To design a spreadsheet for a specific purpose.	<input type="radio"/>

fx =AVERAGE(B1:B4)

B	C	D
3		
6		
8		
7		
edit		

average

A3 fx =SUM(B2:B4)

A	B	C
1	Week	Pocket Money
2	1	£5.00
3	2	£5.00
4	3	£5.00
5		£15.00
6		
7		
8		

total

budget

A3 fx =SUM(\$B\$2:\$B\$4)

A	B	C
1	Week	Pocket Money
2	1	£5.00
3	2	£5.00
4	3	£5.00
5		£15.00
6		
7		
8		

cumulative

A	B	C
1	cell	
2		
3		
4		
5		
6		
7		
8		

row

A	B	C
1		
2		
3		
4		
5		
6		
7		
8		

column

A	B	C
1		
2		
3		
4		
5		
6		
7		
8		

A3 fx =B2/C2

percentage

A3 fx =A1+A2

formula

calculate

Key Learning

Enter text and numbers into a spreadsheet

Identify and refer to cells by row and column.

Begin to enter formulae with the SUM function.

Edit data and discuss the effect on results.

Use further functions including AVERAGE, MIN and MAX.

Create graphs.

Key Vocabulary

Cell

column

row

function

formulae

graphs

data

spreadsheets

function