

ESSENTIAL VOCABULARY

Average	A number expressing the typical value in a set of data. Also known as the mean. It is calculated by dividing the sum of the values in the set by their number.
Spreadsheet	A computer program that represents data in cells 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.
Formula	A group of letters, numbers, or other symbols which represents a scientific or mathematical rule. The plural of formula is formulae.
Column	Boxes running vertically in a spreadsheet.
Budget	The amount of money available to spend on a project.
Chart	A diagram that represents data. Charts include graphs and other diagrams such as pie charts or flowcharts.
Data	A collection of information, especially facts or numbers, obtained by observation, questions or measurement to be analysed and used to help decision-making.
Format cell	The way that data is displayed in a cell. For example using units such as £ or \$.
Row	Boxes running horizontally in a spreadsheet.
Spin tool	This tool changes a number to the right of it by one each time an arrow is pressed.
Formula wizard	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. .

Key images

Key learning

- To format cells as currency, percentage, decimal to different decimal places or fraction.
- To use the formula wizard to calculate averages.
- To combine tools to make spreadsheet activities such as timed times tables tests.
- To use a spreadsheet to model a real-life situation.
- To add a formula to a cell to automatically make a calculation in that cell.

Key resources



Key questions

Q: How would you add a formula so that the cell shows the percentage score for a test?

A: Click on the cell where you want the percentage score to be displayed then click the formula wizard button. Click on the cell that contains the score. Choose the ÷ operation then click on the cell that shows what the test was out of. Click OK. Click on the answer cell and then the format cell button. Choose % as the format.

Q: Explain what a spreadsheet model of a real-life situation is and what it can be used for?

A: 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 how to spend your pocket money over time.

Q: Which tools would you use to create a timed times tables test in 2Calculate?

A: You could use the random tool, the spin tool, the equal tool and the timer tool.