

Year 7 Autumn 2 Computing: spreadsheets

A) Key knowledge		B) Key knowledge		C) Key knowledge		D) Literacy
Data	Data is pieces of information, numbers, facts, figures, etc.	Autofill	Autofill quickly populates a range of cells with data or a formula	The SUM function	Calculates the total of all the values in a range of cells	<p>Explain how you used each of the following in a spreadsheet:</p> <ul style="list-style-type: none"> - The AVERAGE function [2] - The COUNTIF function [2] - The IF function [2] - Conditional formatting [2] <p>Note: this 8-mark question requires 8 full sentences, 2 for each of the above.</p>
Spreadsheet software	A useful tool for organising data is spreadsheets software	Sources of data	Surveys, online polls, paper questionnaires, researching/counting things, keeping records, etc.	The MAX function	Finds the largest value in a range of cells	
Cells	Cells are spaces that hold data	Primary data	You collected the data yourself	The MIN function	Finds the lowest value in a range of cells	
Cell reference	A cell reference tells you the location of a cell	Secondary data	Somebody else collected the data	The COUNTA function	COUNTA counts cells that have something (anything at all) in them, including, for example, 0 or a formula	
Cell reference	Cell references are made up of the column name and the row number	Charts	Charts are a way of visually representing data so that is easy to understand	Conditional formatting	Allows you to apply a format to a cell or a range of cells based on certain criteria	
Homework: Look/cover/write and self-mark the information from Section A		Homework: Look/cover/write and self-mark the information from Section B		Homework: Look/cover/write and self-mark the information from Section C		