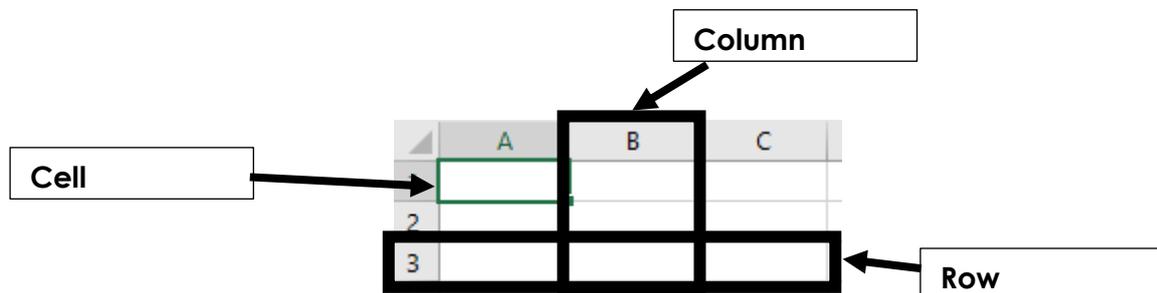


## Year 7- HT4 – Spreadsheets

<b>Keywords:</b>	
Spreadsheets	a computer program that can capture, display and manipulate data arranged in rows and columns
Cell	an area on a spreadsheet where data can be entered
Row	a series of data placed out horizontally in a table or spreadsheet
Cell reference	a cell or a range of cells on a spreadsheet page
Function	a self-contained routine that performs a given task
Absolute cell reference	a cell reference in which the column and row coordinates stay constant while copying a formula from one cell to the other.
Relative cell reference	These are references that change when a formula is copied to another cell
Format	the layout of a document, spreadsheet, etc
Conditional Formatting	creates rules that decide the format of cells based on their values
Bar Chart	a graphical representation of data [horizontally]
Column Chart	a graphical representation of data [vertically]
Pie Chart	a graphical representation of data [as segments]
Line Graph	a graphical representation of data [as lines based on plotted points]

### Cells and Columns:



### Formulae:

Formulae are used in spreadsheets to perform calculations.

e.g. =B1 + B2

The following operators are used within formulae for calculations:

+	<b>Addition</b>
-	<b>Subtraction</b>
*	<b>Multiplication</b>
/	<b>Division</b>

## Creating a formula:



2		
3	2	3 =A3+B3
4		

Note that a formula always begins with an = sign

## Cell references:

Relative cell references change based on the cell references for that row.

Absolute cell references are used when you want a cell reference to stay the same when copying cells – a dollar sign is used in front of the column reference (e.g. \$A\$1)

## Functions:

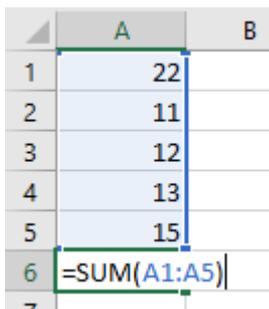
Functions are available in spreadsheets allowing us to easily carry out calculations.

Examples of functions are:

- =SUM
- =AVERAGE
- =MIN
- =MAX
- =COUNT
- =IF

E.g. =SUM(A1:A5)

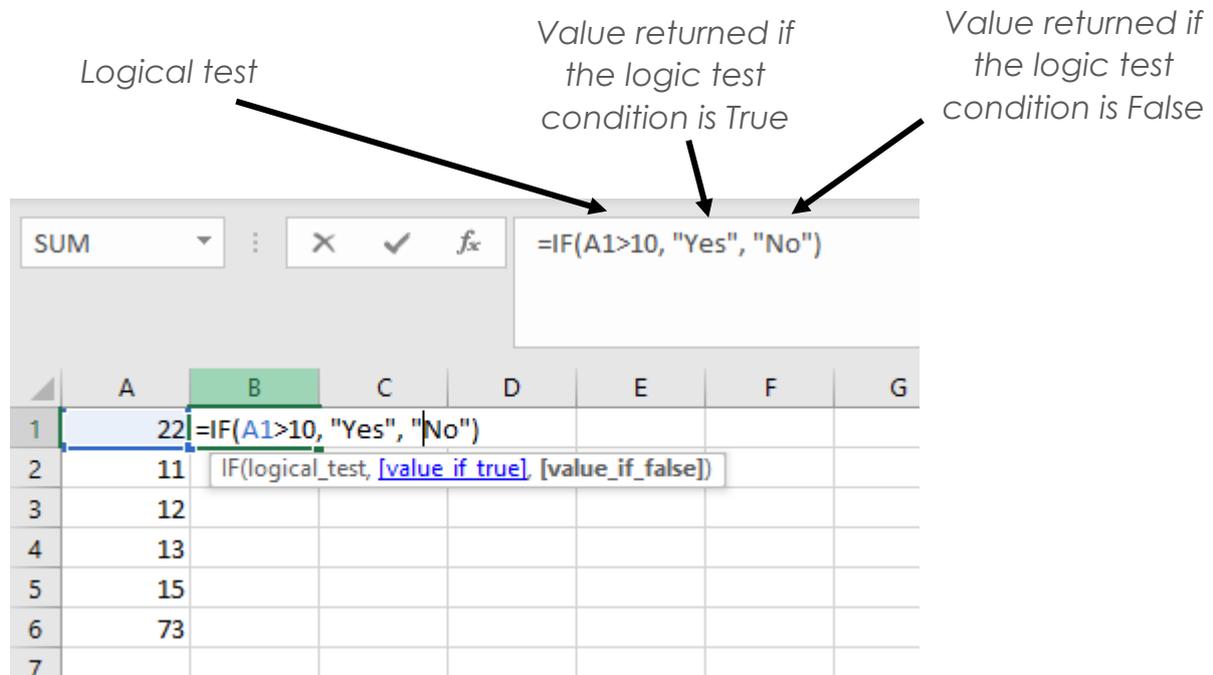
The function above will add together the values in the cell range A1:A5



	A	B
1	22	
2	11	
3	12	
4	13	
5	15	
6	=SUM(A1:A5)	
7		

## IF Function:

The IF function checks whether or not a condition is met and returns one value if the condition is True and another value if the condition is False.



The logical test as identified in the image above makes use of Boolean Operators:

>	greater than
>=	greater than or equal to
<	less than
<=	less than or equal to
=	equal to
<>	not equal to

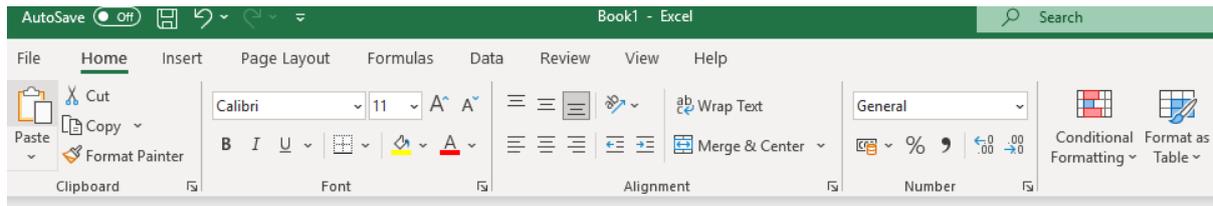
## Formatting:

Formatting cells helps to make a spreadsheet presentable and easier to read and understand.

The following formatting options can be used:

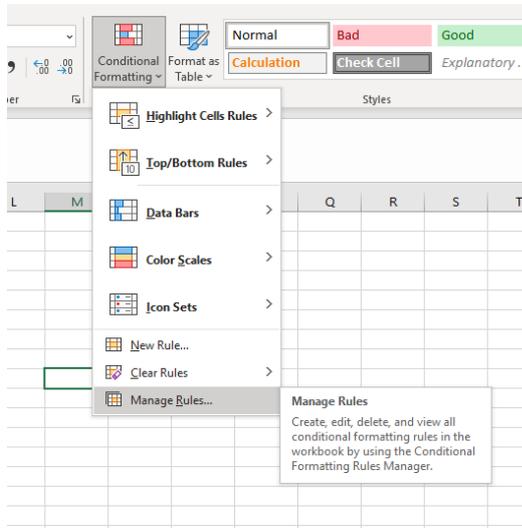
- Font type
- Font size
- Font colour
- Fill colour
- Alignment
- Border (colour, thickness, etc)
- Number formatting

Formatting options can be found under the 'Home' tab:



## Conditional Formatting:

Conditional formatting allows the formatting of a cell based on the contents of a cell.



## Charts/Graphs:

Charts and Graphs allow data to be presented visually.

A number of graphs/charts can be used:

- Bar chart
- Pie Chart
- Scatter graph
- Line graph

