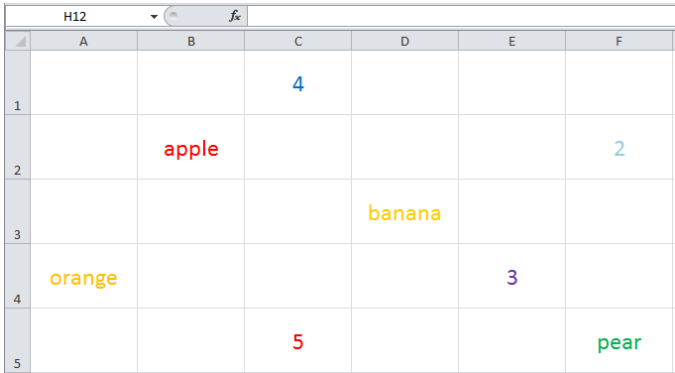
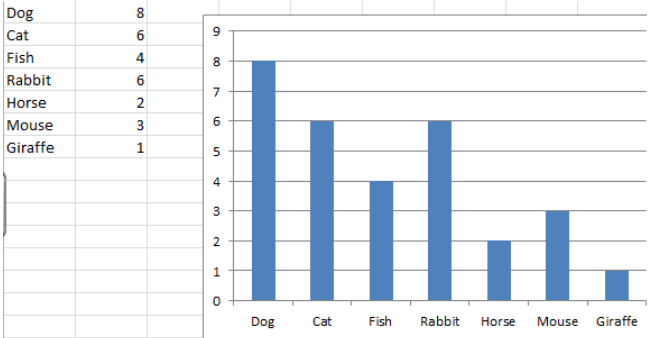


Year 6 Computing Knowledge Organiser– Spreadsheets

Prior Learning: ability to plan the structure and layout of presentations, create hyperlinks to produce non-linear presentations, looking at data using databases.

Facts	Vocabulary
<p>1. What is a spreadsheet?</p> <ul style="list-style-type: none"> A spreadsheet is a powerful tool for organising information. They are used to carry out calculations quickly and to store large amounts of information for a range of purposes. 	<p>1. Average—this function aids in finding the central or typical value in a set of data.</p> <p>2. Min—the lowest value in the cell range used</p> <p>3. Max—the highest value in the cell range used</p> <p>4. Formulae—an expression telling the computer what mathematical operation to perform.</p>
<p>2. Cell references</p> <ul style="list-style-type: none"> Everything in a spreadsheet goes into a cell. Each cell is named by the row and column in which it is located.  <ul style="list-style-type: none"> Cells can be formatted to look clearer or more interesting, similar to word processing or desk top publishing. 	<p>4. Creating graphs to present data:</p> <ul style="list-style-type: none"> A number of different graphs can be created in to present your data. Below is an example of a simple bar graph. 
<p>3. Making calculations using spreadsheets</p> <ul style="list-style-type: none"> One advantage of spreadsheets is the ability to do calculations quickly. As well as typing text and numbers into a cell, we can instruct a computer to add the contents of two cells automatically. This is done using the SUM function. The function then appears in the formula bar. A formula is always shown by using the '=' sign first, followed by sum. The calculation then goes inside the brackets. You can multiply and divide using this function. Other functions you can use are AVERAGE, MIN and MAX. 	