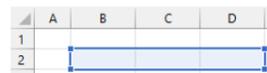
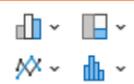
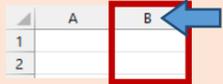
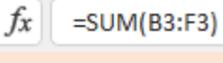
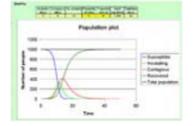
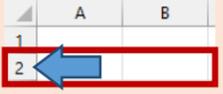
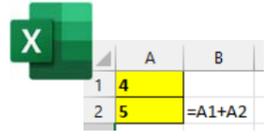
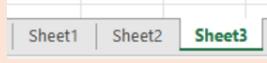


Key Vocabulary

Active Cell	The cell you have selected and are currently on.	
Cell	A rectangular box in a worksheet that can contain data.	
Cell Range	A collection of selected cells . For example (B2:D2).	
Cell Reference	A name given to each cell made up of the column letter and row number of that cell.	
Chart	A graph - used to show data in a visual way.	
Column	A vertical collection of cells . Each column has a letter to represent it.	
Data Type	The type of value being stored in a cell .	Text 16 Yes/No £34.59
Formatting Tools	A set of tools that allow the style of a cell to be changed.	
Formula	A set of instructions to be carried out.	
Function	A named formula built into a spreadsheet to perform a task.	
Modelling	Using a computer to predict and investigate a real life situation.	
Row	A horizontal collection of cells . Each row has a number to represent it.	
Spreadsheet	A computer program (software) that shows information in a grid of data where calculations can be performed.	
Workbook	A spreadsheet file made up of worksheets .	
Worksheet	A single page within a workbook .	

CALCULATIONS USING BASIC FORMULAE

	A	B	C	D
1				
2		6	3	
3				
4	Add	+	=B2+C2	9
5	Subtract	-	=B2-C2	3
6	Divide	/	=B2/C2	2
7	Multiply	*	=B2*C2	18

ABSOLUTE & RELATIVE CELL REFERENCING

Using the \$ symbol to fix part of a formula onto a single cell.

Absolute reference			Relative reference		
B3	:	= \$A\$1 +5	B3	:	=A1+5
1	A	10	1	A	10
2		9	2		9
3		8	3		8
4		7	4		7

EXAMPLE FUNCTIONS IN EXCEL

	A	B	C	D	E	F	G
1							
2	10	Function	Description		Example Use	Answer	
3	20	SUM()	Adds all the numbers in a range of cells.		=SUM(B2:B9)	210	
4	30	AVERAGE()	Works out the average of the numbers in a range of cells.		=AVERAGE(B2:B9)	26.25	
5	40	MAX()	Shows the largest number in a range of cells.		=MAX(B2:B9)	50	
6	50	MIN()	Shows the smallest number in a range of cells.		=MIN(B2:B9)	10	
7	10	COUNT()	Counts the number of cells in a range that contain numbers.		=COUNT(B2:B9)	8	
8	20	COUNTIF()	Counts the number of cells in a range that meet a given condition.		=COUNTIF(B2:B9,10)	2	
9	30	IF()	Checks if a condition is met and returns one value if TRUE and another value if FALSE.		=IF(B9>50,"Yes","No")	No	

EXCEL DATA TYPES

123	General No specific format	Time
12	Number	Percentage
	Currency	Fraction
	Accounting	Scientific
	Short Date	Text
	Long Date	

EXCEL FORMATTING TOOLS

Font Size: Calibri 11

Font: Bold, Italic, Underline, Cell Colour, Borders

Text Direction: Text Direction, Wrap Text, Merge & Center

Alignment: Alignment, Merge cells together

Font Colour: Font Colour

Operator	Meaning	Example	Result
=	Equal to	=G5=10	FALSE
<>	Not equal to	=G5<>"red"	TRUE
>	Greater than	=G5>100	FALSE
<	Less than	=G5<100	TRUE
>=	Greater than or equal to	=G5>=75	TRUE
<=	Less than or equal to	=G5<=0	FALSE

Value: 85

Cell G5

LOGICAL OPERATORS

Key Objectives

- Create a spreadsheet containing basic + - / * formulae.
- Create a spreadsheet containing functions like SUM, COUNT etc.
- Format a spreadsheet using borders, colours and data types.
- Create a spreadsheet to model real life situations.



SCAN ME

