



Data Representation

Learning

- ✔ To understand that spreadsheets can be used to store numerical data and to make calculations
- ✔ To enter a formula to calculate totals
- ✔ To understand that graphs and charts can be created and easily be changed from spreadsheet data
- ✔ To understand the SUM function can be used to create formulas that will perform addition calculations
- ✔ To use a spreadsheet to model a costing exercise

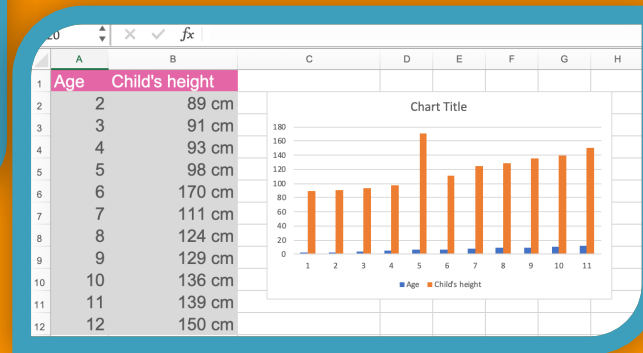
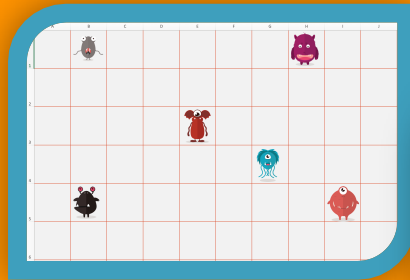
Key Vocabulary

Spreadsheet	Data arranged in columns and rows
Worksheet	The rows and columns that make up a spreadsheet
Column	A vertical set of cells
Row	A horizontal set of cells
Cell	An individual entry in a spreadsheet
Cell reference	The column letter and row number that identifies a specific cell
Data	Information stored in a cell (e.g. values, formulas, functions, labels, images)
Formula	A sequence inside a cell used to produce a value
Range	A set of cells across rows and/or columns
SUM	Add up the values in one or more cells



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Examples



	A	B	C	D	E	F	G
1	Packed Lunches						
2							
3	30	rice cakes	at	£0.29	each	will cost	£8.70
4	10	cartons of apple juice	at	£0.47	each	will cost	£4.70
5	30	oranges	at	£0.38	each	will cost	£11.40
6	4	packets of raisins	at	£0.30	each	will cost	£1.20
7	6	sandwiches	at	£0.55	each	will cost	£3.30
8	7	biscuits	at	£0.17	each	will cost	£1.19
9							
10							
11	Altogether I will spend						£30.49

Key Questions

What is the cell reference of this data?

E.g. A3

What formula did you use to calculate this value?

E.g. =SUM(J1:J9)

What information does graph/chart represent?

E.g. sport preferences in the class

What questions can be answered using this graph/chart?

E.g. How much snacks cost for a party

What data could you change to test different possibilities? e.g. modelling the cost of a party

E.g. number of people, type of snacks, number of snacks, price of each item