



Key Learning

- To understand and use basic formatting in a spreadsheet.
- To develop skills in using basic functions in a spreadsheet.
- To create and format charts in a spreadsheet.
- To sort and filter data within a spreadsheet.
- To understand and use advanced functions in a spreadsheet.
- To combine Excel skills to create an effective spreadsheet for a given purpose.

Key Resources



Key Vocabulary

Cell

A single box in a spreadsheet where data is entered.

Formatting

Changing the appearance of text or numbers.

Sort

Organising data by a rule such as alphabetical or numerical.

Chart

A visual representation of data.

Formula

A set of instructions that tells a spreadsheet what to calculate.

Sum

A function that adds a range of numbers.

Chart Labels

Labels to tell you what the information on a chart is showing.

Function

A built-in formula that performs a specific job automatically.

Workbook

A spreadsheet file containing one or more worksheets.

Column

Vertical lines of cells.
(Lettered)

Filter

To show data that meets a specified criteria by temporarily hiding rows that do not.

Row

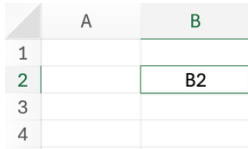
A horizontal line of cells.
(numbered)

Worksheet

A single sheet in a workbook.



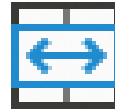
Key Images



Cell References



Text Wrapping



Merge Cells



Filter



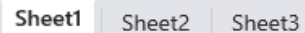
Formula Bar



Sort



Insert Chart



Worksheets

Key Questions

What is a spreadsheet used for?

A spreadsheet is a software tool used for organising information and performing calculations on data.

Spreadsheets can be used to organise and analyse data, perform calculations and visualise data using charts.

You can sort or filter the data to find specific information.

How do you successfully insert a chart into a spreadsheet?

You can add a chart by clicking on the 'insert' tab on the ribbon at the top of Excel.

In the Charts group, pick the chart you want (e.g. Column, Pie, or Line).

Click your chosen chart style and the chart will be inserted into the worksheet.

How can you improve your charts to make them easier to understand?

You can add a chart title to make the purpose of the chart clear.

You can add axis titles to explain what the data represents on each axis.

You can use different colours in your charts to communicate the data clearly and effectively.