

Week 1 - Cell Formatting

Core Knowledge

- **Spreadsheet software** is really useful tool for organising data
- **Data** is raw facts and figures and has no meaningful context. **Information** is the data that has been processed which has context and structure.
- Each **cell reference** is made up of a column (letter) and (row) number
- **Cell formatting** : Colour Fill, Borders, Text.

Key Literacy Spreadsheets

Definition - A computer Program that can display, manipulate data arranged in rows and columns

Associated terms - Columns, Rows, Cells & Cell References, Formatting, Formulas, graphs, charts

- A spreadsheet is a software that can be used for task such as adding data, and analysing data
- Spreadsheets are used in business, employment to display numerical data

Week 2 - Formulas

Core Knowledge

- A formula always starts with an **Equals Sign =**
- A formula always uses the **Cell References** not the numerical data
- **Arithmetic Operators** + - / x
- Applying the **Autofill** tool allows you to replicate cell data

Key Literacy Formulas

Definition - Formulas are expressions that you can use to perform calculations or manipulate data within a spreadsheet

Associated terms - Data, Information, Cell, Formula, Arithmetic Operator, Autofill, Replicate

- Formulas provide a way calculating mathematic operations
- When using formulas within Excel the formula always starts with an equals sign

Week 3 - Data Manipulation

Core Knowledge

- **Primary data** is that you have collected yourself
- **Secondary data** is that someone else has collected
- **Formatting techniques**—Borders, Colour Fill and bold headings
- **SUM** function eg =SUM(E3:E11)

Key Literacy Research

Definition - Research is a process of systematic inquiry that entails collection of data; documentation of critical information; and analysis and interpretation of that data/information,

Associated terms - Data Entry, Published Research, Government Reports, databases

- Primary research involves gather information directly from original sources
- Secondary Research uses existing sources like books, articles or government publications that have been collected

Week 4 - Functions

Core Knowledge

- **Formula** example : =(B6 * C6)
- **Absolute Cell** : A cell that doesn't change when moved or copied. Add a dollar sign \$ to a cell to make it absolute =(B6 * C6)* B\$3
- **Autosum** function can work out a grand total.
- **IF** function allows you to make logical comparisons between a value and what you expect. =IF(D12>10,"YES","NO")

Key Literacy Conditional Formatting

Definition - Conditional formatting **makes it easy to highlight certain values or make particular cells easy to identify**. This changes the appearance of a cell range based on a condition (or criteria).

Associated terms - Formatting rules, highlight cells, cell colour, Formula based formatting, visual cues

- Conditional formatting allows us to automatically change the font/cell colour of a cell based on specific conditions making it easier to spot data

Week 5 - Extended Functions

Core Knowledge

- **Data validation** in Excel is a feature that allows you to control the type of data entered into your worksheet. For example, Excel data validation allows you to limit data entries to a selection from a dropdown list and to restrict certain data entries.
- **Autosum** function can work out a grand total.
- **IF** function allows you to make logical comparisons between a value and what you expect. =IF(D12>10,"YES","NO")
- **Average** function is a premade function in Excel, which **calculates the average** .

Key Literacy Functions

Definition - Functions are **predefined formulas that perform calculations by using specific values, called arguments, in a particular order, or structure**. Functions can be used to perform simple or complex calculations.

Associated terms - Autosum, Average, IF Statement, Calculations

- Functions are a powerful tool that allow you to perform calculations on your data
- Functions can be used like shortcuts that help simplify a task saving us time

Week 6 - Graphs & Filters

Core Knowledge

- A **graph/chart** represents data visually for the user.
- Different types of Graphs and Charts: **bar, chart, line, scatter, pie**
- When creating graphs, you must include : **informative title, data table, colour formatting, axis labels**.
- **Filters** allow you to sort and analyse data effectively
- Applying the **COUNTIF** function allows you to count the number of cells that meet a specific criteria

Key Literacy Graphs / Charts

Definition - A computer Program that can display, manipulate data arranged in rows and columns

Associated terms - bar, chart, line, scatter, pie, informative title, data table, colour formatting, axis labels.

- A graph is a visual representation of data that uses points and lines to show a relationship between two pieces of data
- Graphs allow data to be understood a lot easier as it is a visual representation



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