

Topic: 9.1 Spreadsheets		Duration: 5 weeks	Composite: EoU Test	
Key vocabulary:	Core knowledge questions	Powerful knowledge crucial to commit to long term memory	Links to previous and future topics	
Cell Cell Reference Column Conditional Formatting COUNT Formula Function IF MAX MIN Model Row Spreadsheet SUM Value What-If	<ol style="list-style-type: none"> 1. What is a spreadsheet? A spreadsheet is a file made of rows and columns that help sort data, arrange data easily, and calculate numerical data. 2. What is a spreadsheet used for? A spreadsheet is to provide calculations, manage data effectively and to model scenarios using formulas and functions. 3. What is a cell? A cell is where different values of data are held in a spreadsheet. 4. What is a column? A column is the vertical arrangement of data. Often used for different fields of data e.g. Names, Costs 5. What is a row? A row is the horizontal arrangement of data. Often used for different records of data 6. What is a cell reference? A cell reference is the location of a cell. It is determined by the intersection of the column and row that it sits in. 7. Why are formulas used? Formulas are usually simple calculations, e.g. adding two or more numbers together. They always start with an equals sign (=) 8. What are functions? Functions allow for more complex calculations to be done simply. Examples of common functions are SUM, MAX, MIN, IF & COUNT 9. What does the SUM function do? The SUM function provides the total sum of values in a given range. 10. What does the MAX function do? The MAX function provides the highest value from a given range. 11. What does the MIN function do? The MIN function provides the lowest value from a given range. 12. What does the IF function do? The IF function provides a result depending on different criteria. 13. What does the COUNT function do? The COUNT function counts how many values exist based on given criteria. 14. What is conditional formatting? Conditional formatting is the changing of a cells appearance to make it stand out based on specified criteria being met. 	<ul style="list-style-type: none"> • Spreadsheets are used to help sort, arrange and calculate numerical data. • Spreadsheets provide calculations, manage and model data. • Spreadsheets are made up of cells, referenced through the intersection of the column letter and row number • Formulas are used to make calculations more effective and efficient. • Functions are used to simplify more complex calculations. • Conditional formatting is used to change the format of a cell based on criteria. 	<ul style="list-style-type: none"> • Links to National Curriculum • Utilises computational thinking and skill building for KS4 Computer Science. 	