

<b>Topic: 9.1 Spreadsheets</b>		<b>Duration: 5 weeks</b>	<b>Composite: Project</b>	
<b>Key vocabulary:</b>	<b>Core knowledge questions</b>	<b>Powerful knowledge crucial to commit to long term memory</b>	<b>Links to previous and future topics</b>	
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"> <li>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.</li> <li>2. What is a spreadsheet used for? A spreadsheet is to provide calculations, manage data effectively and to model scenarios using formulas and functions.</li> <li>3. What is a cell? A cell is where different values of data are held in a spreadsheet.</li> <li>4. What is a column? A column is the vertical arrangement of data. Often used for different fields of data e.g. Names, Costs</li> <li>5. What is a row? A row is the horizontal arrangement of data. Often used for different records of data</li> <li>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.</li> <li>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 (=)</li> <li>8. What are functions? Functions allow for more complex calculations to be done simply. Examples of common functions are SUM, MAX, MIN, IF &amp; COUNT</li> <li>9. What does the SUM function do? The SUM function provides the total sum of values in a given range.</li> <li>10. What does the MAX function do? The MAX function provides the highest value from a given range.</li> <li>11. What does the MIN function do? The MIN function provides the lowest value from a given range.</li> <li>12. What does the IF function do? The IF function provides a result depending on different criteria.</li> <li>13. What does the COUNT function do? The COUNT function counts how many values exist based on given criteria.</li> <li>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.</li> </ol>	<ul style="list-style-type: none"> <li>• Spreadsheets are used to help sort, arrange and calculate numerical data.</li> <li>• Spreadsheets provide calculations, manage and model data.</li> <li>• Spreadsheets are made up of cells, referenced through the intersection of the column letter and row number</li> <li>• Formulas are used to make calculations more effective and efficient.</li> <li>• Functions are used to simplify more complex calculations.</li> <li>• Conditional formatting is used to change the format of a cell based on criteria.</li> </ul>	<ul style="list-style-type: none"> <li>• Links to National Curriculum</li> <li>• Utilises computational thinking and skill building for KS4 Computer Science.</li> </ul>	