

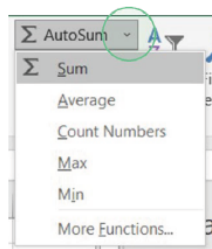


Key Vocabulary

Keyword	Definition
Accuracy	How close something is to its true value.
Analysis	A detailed examination of anything complex in order to understand its nature or to determine its essential features.
Cell	An area of a spreadsheet where data can be entered
Compare	To note the similarity or dissimilarity of values or information.
Data	Facts and statistics which have been collected in a computer for interpreting.
Interpret	To explain the meaning of actions or information.
Relationship	The way in which two or more things are connected.
Reliability	The degree to which the result of a measurement, calculation or specification can be depended on to be accurate.

Finding the Sum of a Set of Numbers

Click and drag to select the **cells** you want to add together. On the **shortcut toolbar**, click on the arrow at the end of the **AutoSum** icon. Choose **Sum** from the list of commonly used **functions**.

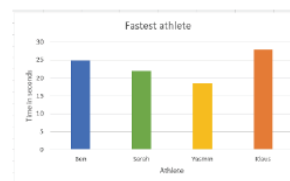


The **function** in a **cell** will appear in the **formula bar** when the **cell** is clicked on.

=SUM(B1:B4)

Creating a Chart

Click and drag across the **cells** to choose the **range** of data to be shown as a **chart**. Click on **Insert** on the **menu bar**, and choose the **chart type**. Click on the arrow at the end of each **chart type** to see the different styles.



Data can be stored, presented and evaluated **efficiently** using **spreadsheets**. Remember to set out the information correctly in each cell to ensure your findings are **reliable** and **accurate**.

Formulas are very useful shortcuts which help you work out the information you need from your data.

	A	B	C	D
1		Jan	Feb	
2	Entertainment			
3	Cable TV	52.98	52.98	
4	Video Rentals	7.98	11.97	
5	Movies	16.00	32.00	
6	CDs	18.99	29.99	
7	Totals	=SUM(B3:B6)		
8				

Data can be presented in a variety of ways. Create charts and graphs to present your data for ease of understanding and analysis.

Top Tip: If you are trying to sort items in a list with a set of data attached to them, remember to select both the list and the data before sorting them. This way, the items on the list and the data connected to them will stay together and not become mismatched.

Where is the 'function' button?

How do you add a chart?

What are the positives of sorting data a specific way?

Why are spreadsheets useful?