



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.

Point to a cell	How do you sort data from highest to lowest?
Why should you label the row or column?	Why would someone want to edit the size of the cell?

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**.

What Is a spreadsheet?

A spreadsheet is a way to display, organise and manipulate data.

A spreadsheet can be used to:

- store and sort data in different ways;
- filter or search data;
- carry out calculations;
- show data visually in graphs and **charts**.

A spreadsheet is a grid made up of separate boxes called **cells**. The **cells** are arranged in **rows** and **columns**. Each **cell** can be identified by the **row** letter and the **column** number, e.g. A1.

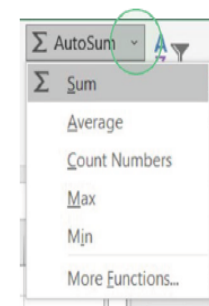
	A	B	C
1	A1		
2			
3			
4			
5			
6			
7			
8			
9			

Rows and **columns** can be resized by hovering the cursor between the **column** letters or **row** numbers. The cursor will change to a double line. Clicking and dragging will increase or decrease the size of the **rows** or **columns**.



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)

Sorting Data Into Alphabetical or Numerical Order

Top Tip: Make sure that each **column** has a title **cell** at the top.

To sort a **column** of data into order, click in the title **cell** at the top of the **column** you want to sort. Select **Data** from the menu bar.

To sort the data from A to Z or from lowest to highest, select:



To sort the data from Z to A or from highest to lowest, select:

