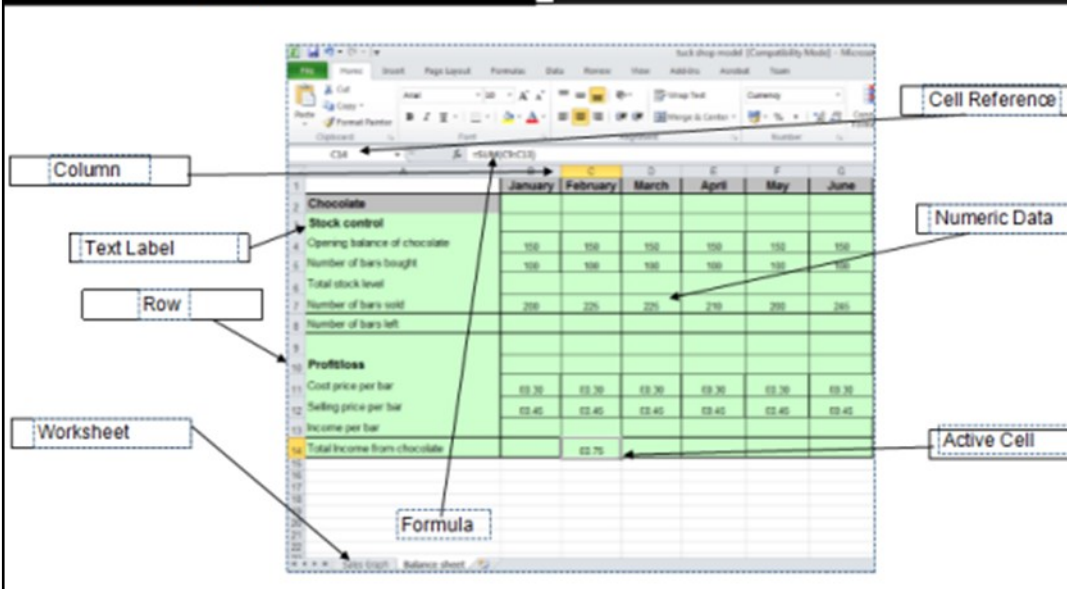


Spreadsheets are used to store information and data. Once we have our information in a spreadsheet we can run powerful calculations, make graphs and charts and analyse patterns.

Other uses for spreadsheets –

- Modelling and Planning
- Home/Business Finance and Budgeting
- Wages/Invoices
- Predictions / Simulations / Calculations
- Creating charts and graphs



Meaning of symbols	
+	Add
-	Subtract
*	Multiple
/	Divide
>	Greater than
<	Less than
>=	Greater than and equal to
<=	Less than and equal to

Active Cell	The cell you have selected and are currently on. Cell A rectangular box in a worksheet that can contain data.
Cell Reference	A name given to each cell made up of the column letter and row number of that cell.
Chart	A graph - used to show data in a visual way.
Column	A vertical collection of cells. Each column has a letter to represent it.
Data Type	The type of value being stored in a cell. Text 16 Yes/No £34.59
Formatting Tools	A set of tools that allow the style of a cell to be changed.
Formula	A set of instructions to be carried out.
Function	A named formula built into a spreadsheet to perform a task.
Modelling	Using a computer to predict and investigate a real life situation.
Row	A horizontal collection of cells. Each row has a number to represent it.
Spreadsheet	A computer program (software) that shows information in a grid of data where calculations can be performed.
Workbook	A spreadsheet file made up of worksheets.
Worksheet	A single page within a workbook.

Common Formulas/Functions	= SUM	Adds a range of cells together
	= AVERAGE	Finds an average for a range of cells
	= MIN	Returns the smallest value in range
	= MAX	Returns the highest value in a range
	= COUNT	Counts cells if they meet a condition

What is a function?	A function is a standard routine used to perform common tasks. It represents a complex formula that uses reserved words e.g COUNTIF, SUM. A function performs a specific set of operations on its input values to produce a single output value.
What is a formula?	Using formulas in spreadsheets can allow you to quickly make calculations and get totals of multiple cells, rows or columns in a spreadsheet..
Conditional Formatting	Is a tool that allows you to apply formats to a cell or a range of cells, and have that formatting change depending on the values of the cell or the result of a formula. For example, you can have a cell appear bold only when the value is greater than 100.

Golden rule: every formula always starts with an =

Cell references begin with a letter, and finish with a number. EG: **A1**

	A	B	C	D	E	F	G
1							
2							
3							
4							
5							

A range is a selection of cells. EG: **A2:F4**

	A	B	C	D	E	F	G
1							
2							
3							
4							
5							

IF	one of the logical functions, to return one value if a condition is true and another value if it's false. For example: =IF(A2>B2,"Over Budget","OK") =IF(A2=B2,B4-A4,"")
Count IF	=COUNTIF (Where do you want to look?, What do you want to look for?)
Auto SUM	Excel automatically enters a formula (that uses the SUM function) to sum the numbers
= COUNT	Counts cells if they meet a condition