

Knowledge Organiser

Spring 1 –Year 8 ICT Spreadsheets

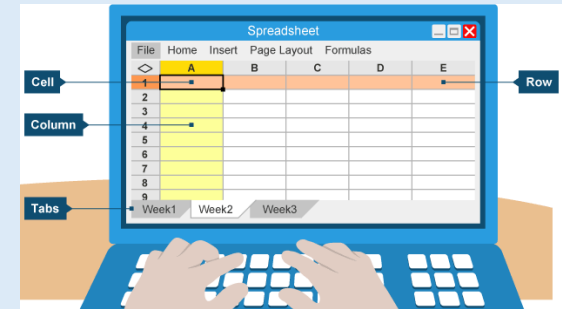
Spreadsheet	A digital tool used to organise, calculate, and analyse data in a table format.
Cell Reference	The unique identifier for a cell in a spreadsheet, usually a combination of a letter and a number.
Formatting	Changing the appearance of data in a spreadsheet.
Formula	A mathematical expression used to perform calculations on data in a spreadsheet.
Function	A predefined formula in a spreadsheet that performs a specific calculation, like SUM.
Variables	Symbols or names that represent values in formulas or functions.
Labels	Text in a spreadsheet that describe the data in cells.
Row	A horizontal line of cells in a spreadsheet.
Column	A vertical line of cells in a spreadsheet.

Revision Website:



Powerful knowledge

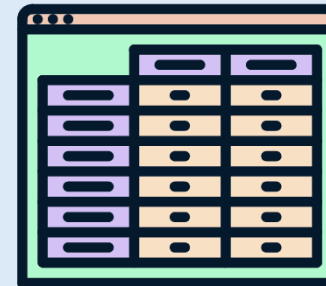
A **spreadsheet** is a tool that can organise, calculate and analyse data in tables. It is made up of **cells**, arranged in **rows** and **columns**.



C1				
	A	B	C	D
1	1	3	=A1+B1	
2	2	3	5	
3	3	3	6	
4	4	3	7	
5	5	3	8	
6	6	3	9	
7	7	3	10	
8				

Each cell has its own unique cell reference. We use these when we create formulas and functions. If the data in a cell changes, our formulas update automatically.

A **formula** is where we can perform calculations using the data we have added to our tables. A **function** is a predefined formula, such as =SUM.



=SUM(A1:A5)
 =COUNT(A1:A5)
 =AVERAGE(A1:A5)
 =MIN(A1:A5)
 =MAX(A1:A5)
 =IF(A1>33,"P","F")

There are more advanced **functions**, such as =COUNT and =IF that we can use to help us analyse our data.