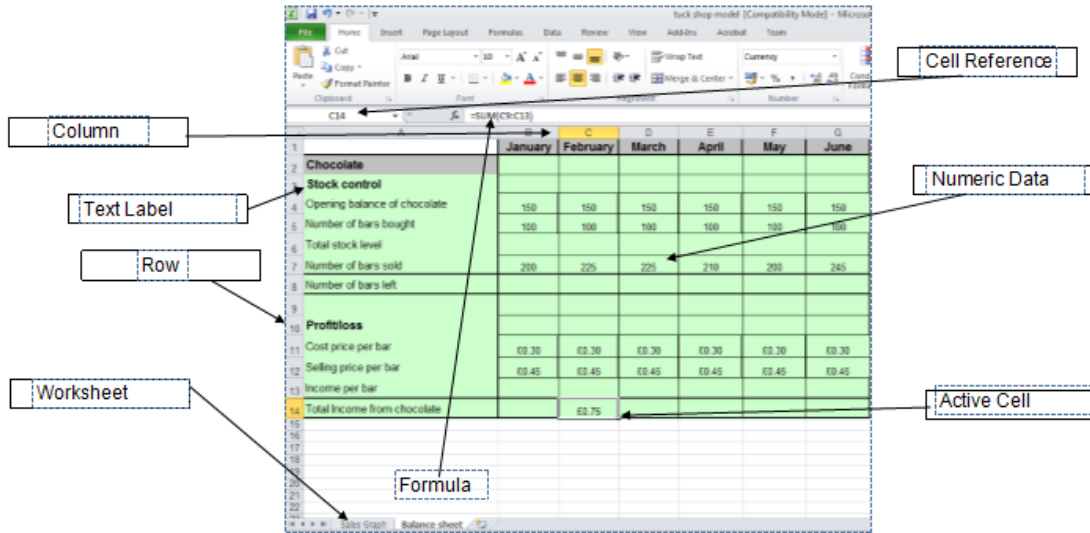


Spreadsheets are used to store information and data. Once we have our information in a spreadsheet we can run powerful calculations, make graphs and charts and analyse patterns.

Other uses for spreadsheets –

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

Y9 Knowledge Organiser - Spreadsheets



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. VLOOKUP, IF. 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 range of cells, and have that formatting change depending on the value of the cell or the value of a formula. For example, you can have a cell appear bold only when the value of the cell is greater than 100.

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

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						

Operators	
+	Adds two numbers / cells
-	Subtracts one cell or number from another
*	Multiplies two numbers/cells
/	Divides one number / cell from another one
<	Less than
>	Greater than
<=	Less than or equal to
>=	Greater than or equal to

Extra Reading

<http://www.bbc.co.uk/education/guides/zdydmp3/revision>

<http://www.bbc.co.uk/schools/gcsebitesize/ict/modelling/0spreadsheetrev1.shtml>

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