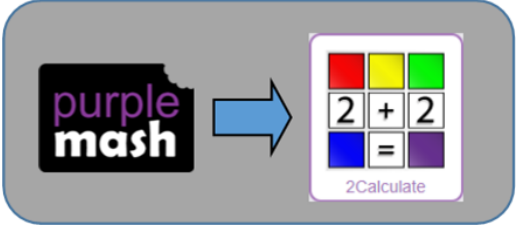



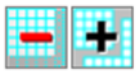
















Year 4 – Spreadsheets

Knowledge Organiser

Key Learning	Key Resources
<ul style="list-style-type: none"> • Formatting cells as currency, percentage, decimal to different decimal places or fraction. • Using the formula wizard to calculate averages. • Combining tools to make spreadsheet activities such as timed times tables tests. • Using a spreadsheet to model a real-life situation. • To add a formula to a cell to automatically make a calculation in that cell. 	

Key Vocabulary	Definition
Charts	Use this button to create a variety of graph types for the data in the spreadsheet.
Formula	Use the formula wizard or type into the formula bar to create a formula in a cell, this will calculate the value for the cells based upon the value of other cells in the spreadsheet.
Formula Wizard	The wizard guides you in creating a variety of formulae for a cell such as calculations, totals, averages, minimum and maximum for the selected cells.

Images			
Open the main menu 	Save your work 	Open a previously saved file 	Increase or decrease spreadsheet size 
Formula Wizard 	Format cell toolbox 	Chart Control 	The 2Calculate control toolbox 
Totals toolbox 	Spin 	Image tools 	Random number 
Equals 	Timer 	Advance Mode 	To copy 
To cut 	To paste 		

Questions	
How would you add a formula so that the cell shows the percentage score for a test?	<ul style="list-style-type: none"> • Click on the cell where you want the percentage score to be displayed then click the formula wizard button. • Click on the cell that contains the score. • Choose the ÷ operation then click on the cell that shows what the test was out of. • Click OK. • Click on the answer cell and then the format cell button. • Choose % as the format.
Which tools would you use to create a timed times tables test in 2Calculate?	<ul style="list-style-type: none"> • You could use the random tool, the spin tool, the equal tool and the timer tool.
Give an example of the data that could be best represented by a line graph.	<ul style="list-style-type: none"> • Data where both axes will contain continuous data so that you can see trends in the data. Such as ages and heights, time and temperature, years and costs.
Explain what a spreadsheet model of a real-life situation is and what it can be used for?	<ul style="list-style-type: none"> • It represents the data of a situations for example budgeting for a party, working out how big a field needs to be for a certain number of animals, working out how to spend your pocket money over time.