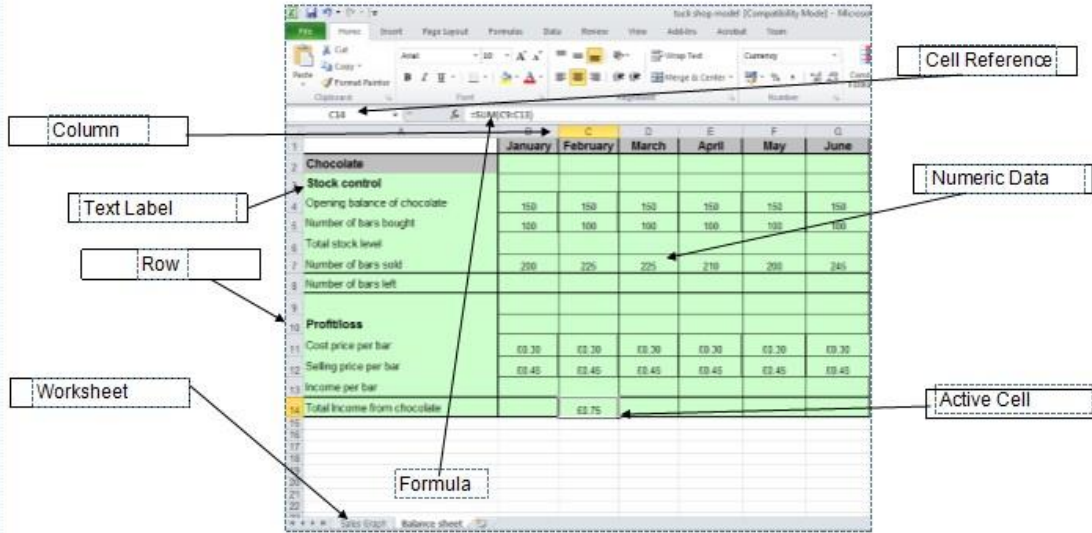**Spreadsheets** are used to store information and data. Once we have our information in a spreadsheet we can run powerful calculations, make graphs and charts and analyse patterns.

Other uses for <u>spreadsheets</u> –
- Modelling and Planning
- Home/Business Finance and Budgeting
- Wages/Invoices
- Predictions / Simulations / Calculations
- Creating charts and graphs

Modelling Data - Spreadsheets

Column
Text Label
Row
Worksheet
Formula
Cell Reference
Numeric Data
Active Cell

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

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

Extra Reading

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

http://www.bbc.co.uk/schools/gcsebitesize/ict/modelling/0spreadsheetsrev1.shtml