



# Mossfield Primary School Knowledge Organiser

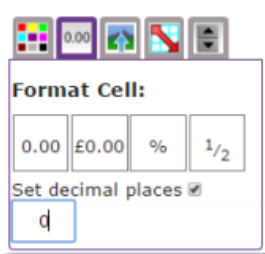


Year 4 — **Spreadsheets**. Spreadsheets are used for calculations, simple databases and modelling.

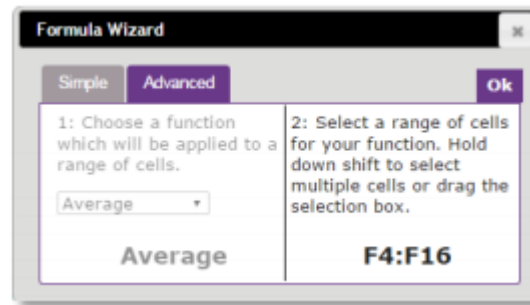
A spreadsheet is made up of rows, columns and cells. 2Calculate and Excel are types of software that can be used.

## Key Learning

To format cells as currency, percentage, decimal to different decimal places or fraction.



To use the formula wizard to calculate averages.



4	x	5	=?
7	x	5	=?
0	x	5	=?

Combining tools to make spreadsheet activities such as timed times-tables tests.

To add a formula to a cell to automatically make a calculation in that cell.



	A	B	C	D	E
1		Item	Price	Quantity	Total
2		pizza	£2.50	30	£75.00
3		chips	£0.50	30	£15.00
4		ice cream	£0.30	30	£9.00
5		DJ	£150.00	1	£150.00
6		milkshakes	£1.25	30	£37.50
7		invites DIY	£0.20	30	£6.00
8		fireworks	£75.00	1	£75.00
9		pinata	£20.00	1	£20.00
10		soft play	£170.00	1	£170.00
11					£557.50
12		Budget	£300.00		

Using a spreadsheet to model a real-life situation.

# Key Vocabulary

Average	Symbols used to represent comparing two values.
Advanced mode	A mode of <b>2Calculate</b> in which the cells have references and can include formulae.
Copy and Paste	A way to copy information from the screen into the computer's memory and paste it elsewhere without re-typing.
Columns	The letter labelled columns going vertically down the spreadsheet.
Cells	An individual section of a spreadsheet grid. It contains data or calculations.
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.
Rows	The numbered rows going horizontally across the spreadsheet.
Spreadsheet	A computer program that represents information in a grid of rows and columns. Any cell in the grid may contain either data or a formula that describes the value to be inserted based on the values in other cells.