



Mossfield Primary School Knowledge Organiser



Year 6 — **Spreadsheets using Google Sheets.** Spreadsheets are used to display, organise and interpret information. They are easy to manipulate and carry out useful calculations quickly.

Key Learning

To navigate and enter data into cells.

	A	B	C
1	45	67	112
2	34	66	
3	66	34	
4	78	99	
5	88	100	
6	22	23	
7	34	44	

To introduce some basic data formulae for percentages, averages and max and min numbers.

	A	B	C
1	89	76	165
2			

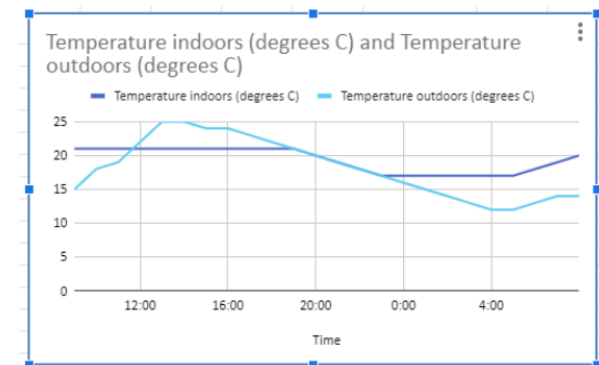
To demonstrate how the use of spreadsheets can save time and effort when performing calculations.

To use a spreadsheet to model a real-life situation.

	A	B	C
1	45	5	50
2	34	10	44
3	66	15	81
4	78	20	98
5	88	25	113
6	22	30	52
7	34	35	69
8	35	40	75
9	36	45	81
10	37	50	87
11	38	55	93
12	39	60	99
13	40	65	105
14	41	70	111

To demonstrate how a spreadsheet can make complex data clear by manipulating the way it is presented.

To create a variety of graphs in sheets.



Key Vocabulary

Alignment	How the contents of a cell is lined up and arranged.
Calculate	A spreadsheet's ability to complete calculations in a cell by using the = sign.
Cell	Each box on a spreadsheet is a cell. It can contain a variety of data such as letters, numbers, symbols and calculations.
Cell reference	The letter and number combination which shows a cells location on the page.
Chart	A tool which is used to display information in a form of a graph.
Column	The letter labelled columns going vertically down the sheet.
Formula(e)	A group of letters, numbers, or other symbols which represent a mathematical rule. It allows a spreadsheet to carry out calculations.
Function	Ready-made mathematical formulae which help you quickly carry out calculations.
Range	A collection of selected cells: all the numbers you want to appear in a calculation. For example, A1:A12 includes all the cells from A1 to A12.
Row	The numbered rows going horizontally across the sheet.
Spreadsheet	The main part of the page of a software tool used to organise information.
Sum	A function which adds together the totals in a range of cells.
Value	What the data in a cell represents. This could be certain text e.g. blue/green, a date, or a number.
Workbook	A file can contain more than one 'sheet'. The complete file is called a spreadsheet workbook.