



Year 6 Information Technology

Key Facts

Key Vocabulary:

spreadsheet an electronic document in which data is arranged in the rows and columns.

row a series of data banks laid out horizontally in a table or spreadsheet.

column a vertical series of cells in a chart, table, or spreadsheet.

adjacent very near, next to, or touching.

average the result you get by adding two or more amounts together and dividing the total by the number of amounts.

Links to prior learning:

Yr 5 – Spreadsheets for e-safety questionnaire – graphs and charts.

Yr 5 – Spreadsheets unit, averages, SUM, calculations

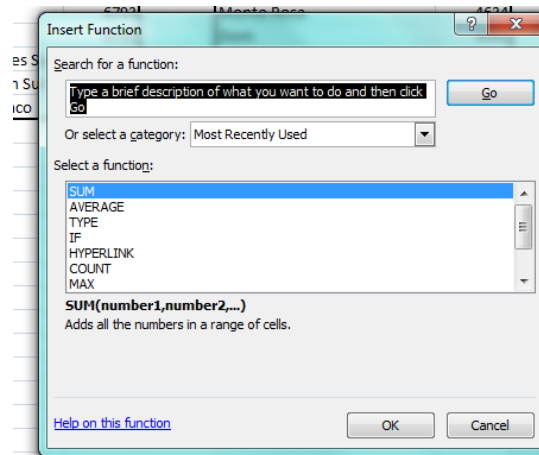
Spreadsheets – Microsoft Excel

Everything in a spreadsheet goes into a cell (like a box in a grid). Each cell is named by the row and column in which it is located. Cells can be formatted to look clearer or more interesting, similar to word processing. It is possible to change cell colours and borders, font size, style, colour, row height, column width.

One advantage of spreadsheets is the ability to do calculations quickly, like a calculator. We do this using the "SUM" function. The symbol for multiply is '*' and for divide, we use '/'. The fill tool (fill down, fill right, etc) is used to copy and paste a formula across several adjacent cells. The formula is automatically continued, relative to the cells around it.

It is possible to order data using the sort function. To insert a row or column, highlight a row or column adjacent to where the new one is required. Right-click, choose insert and "Entire row" or "Entire column".

To select multiple columns, click on the first column heading you wish to select. Then expand the selection across adjacent columns without releasing the mouse button. To select the entire spreadsheet, click on the corner between the column and row headings. All columns in the selection will be formatted and adjusted in the same way.



Andes		Alps	
	Elevation		Elevation
Acongagua	6959	Mont Blanc	4810
Ojos del Solado	6893	Mont Blanc de Courmayeur	4784
Pissis	6793	Mont Blanc Rosa	4634
Bonete	6759	Dom	4545
Tres Cruces Sur	6748	Lyskamm	4538
Hauscaran Sur	6746	Weisshorn	4505
Lluuillalloco	6739	Matterhorn	4478
Mercedario	6720	Dent Blanche	4357
Cazadero	6658	Grand Combin	4314
Incahuasi	6638	Finsteraarhorn	4274
	67653		45239
	6959		4810
	6765.3		4523.9

