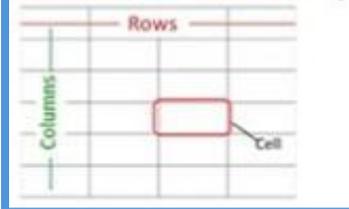## What Is a spreadsheet?

A spreadsheet is a way to display, organise and manipulate data.

A spreadsheet can be used to:

- store and sort data in different ways;
- filter or search data;
- carry out calculations;
- show data visually in graphs and charts.

Key Vocabulary

cell	A box on a spreadsheet where you can enter information in the form of text, numbers or formulas.
chart	A graph or diagram that shows data and makes it easier to understand.
column	A range of vertical cells identified by a letter.
formula	A calculation using the data from two or more cells.
function	A formula that has been built into a spreadsheet program and is used to simplify and shorten calculations.

A spreadsheet is a grid made up of separate boxes called cells. The cells are arranged in rows and columns. Each cell can be identified by the row letter and the column number, e.g. A1.

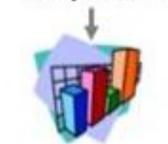Rows = cells run horizontally
Columns = cells run vertically

Charts/Graphs = are used to visually represent data to easily compare data and spot patterns

1. Select data
2. Click "Insert"
3. Choose chart

Bar Chart
Used to show comparisons

Line Graph
Used to show trends

Pie Chart
Used to show proportions

Formulas = used to calculate values between different cells e.g.

=A1+B1 (add)   = A1-B1 (subtract)

=A1*B1 (multiply)   = A1/B1 (divide)

Functions = pre-set formulas that quickly perform a range of complex tasks e.g.

=SUM(A1:A10) - adds up total value
=MAX(A1:A10) - finds the highest value
=MIN(A1:A10) - finds the smallest value
=AVERAGE(A1:A10) - finds the average