Prior learning: we have explored different ways to collect and present data depending on what we're investigating. We've used tally charts, pictograms and branching databases to collect, organise and present data.

Key resource	Key vocabulary
Microsoft Excel	Spreadsheet

Vocabulary

Data heading
The heading at the top of a column of data to help understand what is in it.

Cell
A small box in a spreadsheet that holds data. Referenced by using the letters along the top and the numbers down the side.

Data item
The data that's held in a cell.

Data set
All of the data in the spreadsheet.

Format
The format of a cell helps the software to understand what data you are using.

Format	Date	Number	Currency	Percent
		1 2 3 4 5 6 7 8 9		%
Example	25/12/2020	200	£21.50 Other currencies are available	50%

Columns and rows
Columns are vertical cells, rows are horizontal cells.