

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



Microsoft Excel

Key vocabulary

	A	B	C	D
1	Device	Cost	Number sold	Subtotal
2	Tablet	£50.00	2	£100.00
3	Laptop	£325.00	5	£1,625.00
4	Notebook laptop	£69.99	10	£699.99
5	Computer	£649.99	4	£2,599.96
6	Mobile phone	£49.99	1	£49.99
7	Games console	£249.00	3	£747.00
8	Games console XL	£499.99	40	£19,999.60
9	Gaming laptop	£999.00	5	£4,995.00
10	Satellite navigation device	£249.00	1	£249.00
11	Smartphone	£729.00	52	£37,908.00
12	VR computer	£399.00	0	£0.00
13	E-book reader	£118.98	1	£118.98
14	Smart speaker	£159.00	3	£477.00
15	Smart speaker with screen	£239.00	2	£478.00
16	TV	£99.99	20	£1,999.80
17	Smart TV	£799.00	35	£27,965.00
18	4K Ultra HD video camera	£129.00	2	£258.00
19				
20				
			Total income:	£80,270.72

Spreadsheet

Vocabulary

Data heading

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

	A	B
1	Name	Number of days off
2	Reina	10
3	David	13
4	Yiannis	1
5	Bob	5
6	Amin	9
7	Petra	18

Cell

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

	A	B
1	Name	Number of days off
2	Reina	10
3	David	13
4	Yiannis	1
5	Bob	5
6	Amin	9

Data item

The data that's held in a cell.

Sub-total
£100.00
£1,625.00
£699.99
£2,599.96
£49.99

Data set

All of the data in the spreadsheet.

	Device	Cost	Number sold	Sub-total
1	Tablet	£50.00	2	£100.00
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3	Notebook Laptop	£69.99	10	£699.99
4	Computer	£649.99	4	£2,599.96
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18				
19				
20				
			Total income:	£80,270.72

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.

