Year 6
Introduction to Spreadsheets

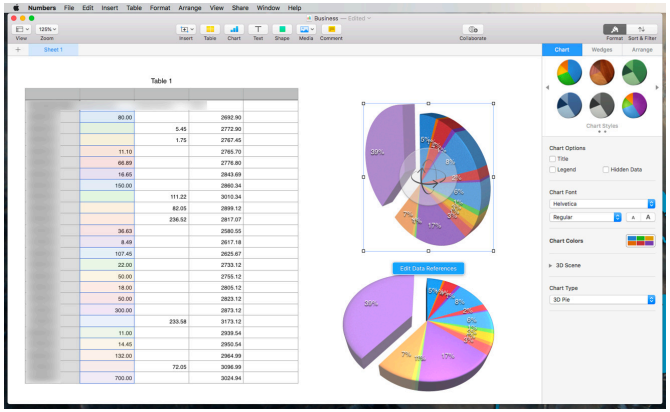
Key vocabulary

Information	Facts about something or someone
Data	Information especially in the form of facts or statistics that you can analyse
Spreadsheet	A computer program that is used for displaying and dealing with numbers.
Format	Arrange the way in text or graphics appear when printed or is displayed on a screen.
Formula	A combination of mathematical actions that is certain to result in the same outcome (an algorithm)
Accounting	keeping detailed records of the amounts of money a business or person receives and spends.
Filter	A rule which can be applied to reduce the number of results in a search
Software	Code or apps written to achieve specific tasks on a computer device (hardware).

Apps/Software

	j2data
Numbers	J2Data

Spreadsheets and Databases



-A spreadsheet is a computer application that allows users to organise, analyse and store data in a table. Programs such as Microsoft Excel and Google Docs help users to make spreadsheets.

-A spreadsheet can be made up of multiple worksheets. They can be reordered and renamed. Each cell has a unique reference, made up of a number (the row) and letter (the column).

-Data headings allow data to be stored in a meaningful way.

-To select a cell, we click on it. To enter data, we double click on it. Data can be typed directly into a cell or into the formula bar.

-By clicking on a column or row, we can sort information in different ways (e.g. alphabetically, 0-9, etc).