

Keywords: Spring 1

Computer Science

Topic Title: Data Representation - Spreadsheets

Introduction to the topic: Learning how to manipulate data in a spreadsheet

What lessons will you cover during the topic? Basic formulae, formatting techniques, charts, modelling.

| Keyword | Definition |
|------------------|---|
| Cell reference | A unique identifier for a cell which is formed by combining the cell's column letter and row number |
| Formula in Excel | A combination of cell references, mathematical operators, values, and/or functions used to perform calculations |
| Equals (=) sign | A formula always begin with this! |
| SUM function | Adds all the numbers in a range of cells |
| Range of cells | Range of cells (A4:A10) reading it as A4 through A10 |
| Formatting | The way text/cells appear, for example: bold, underline, all caps, with colour conditional formatting |
| COUNTIF | Counts the number of cells within a range that meet the given condition |
| Data | Facts, figures, and other evidence gathered through observations. |
| Information | Data converted into a meaningful and useful context |