Keywords: Spring 2 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