| River Bank Primary Knowledge Organiser	Year 6	Autumn Term 1	Excel

What we will learn.

Spreadsheets

Data is raw numbers and figures. Information is what we can understand from analysing data.

Spreadsheets organise and store data in meaningful ways so that it can be easily accessed and analysed.

Computer spreadsheets are particularly useful for powerful calculations, graphs and charts.
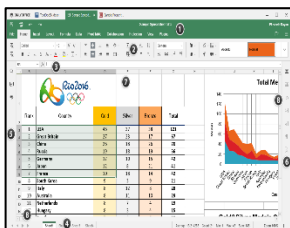
The Basics of FMS Logo

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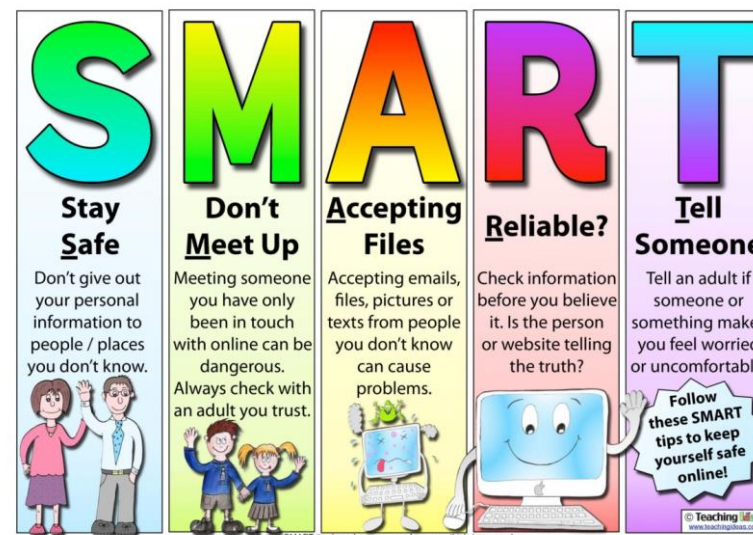
Data headings allow data to be stored in a meaningful way.

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).

E-safety

We teach our children to be SMART online

Formulas

Formulas:
A formula can tell a computer which mathematical operation to use for a calculation: add, multiply, divide, or subtract. It also tells the computer which data to use.

+ = add   - = subtract   * = multiply   / = divide

fx =D1*D2

	D	E
	4	
	6	
	24	

Select your cell.
Use cell references to create your formula.

E.g. In D3, you enter the formula =D1*D2. The answer will appear in D3.