

# ICT—Spreadsheets

## Construction



### Prior Knowledge

**Year 3** - You learned about branching databases in a data and information unit. You learned to select and use a variety of software to accomplish a specific goal involving data. You learned to do this safely and responsibly.

**Year 4**— You learned about data logging. You learned to work with various inputs and outputs and how certain software reacts to this.

**Year 5**— You learned about flat-file databases. This unit taught you how search technologies select and rank results. You also learnt to be discerning when evaluating these results.

### My Component Knowledge:

- Lesson 1: Collecting Data
- Lesson 2: Formatting a Spreadsheet
- Lesson 3: What's the formula?
- Lesson 4: Calculate a duplicate
- Lesson 5: Event planning
- Lesson 6: Presenting data

### My Composite Knowledge:

I can use spreadsheet software to manipulate, calculate and present data effectively.

### My Powerful Knowledge:

I can use software and its features effectively and efficiently to complete a variety of tasks. I can also see the benefits of this in real world situations.

### Key Vocabulary

**Tier 1:** calculate, order, operation, organise, table

**Tier 2:** data, structure, spreadsheet, graph, input, output, chart, presentation,

**Tier 3:** format, cell, duplicating, shortcut, references,



B2 : =COUNTIF(A:A, A2)>1

	A	B
1	Item	Duplicate
2	Apples	TRUE
3	Bananas	FALSE
4	Oranges	FALSE
5	Apples	TRUE
6	Green bananas	TRUE
7	Apples	TRUE
8	Green bananas	TRUE

	A	B	C	D
1		Jan	Feb	
2	Entertainment			
3	Cable TV	52.98	52.98	
4	Video Rentals	7.98	11.97	
5	Movies	16.00	32.00	
6	CDs	18.99	29.99	
7	Totals	=SUM(B3:B6)		
8				

How do spreadsheets produce graphs and charts?

How does a spreadsheet calculate?

What is a cell?

What is a formula?

	A	B	C	D	E
1		Sales in Each Quarter			
2	Product Name	Jan'2018	April'2018	July'2018	October'2018
3	ABC Mutton	\$ 2,667.60	\$ 4,013.10	\$ 4,836.00	\$ 6,087.90
4	Crab Meat	\$ 1,768.41	\$ 1,978.00	\$ 4,412.32	\$ 1,656.00
5	Carnembert Pierrot	\$ 3,182.40	\$ 4,683.50	\$ 9,579.50	\$ 3,060.00
6	Ipolh Coffee	\$ 1,398.40	\$ 4,496.50	\$ 1,196.00	\$ 3,979.00
7	Hot Pepper Sauce	\$ 1,347.36	\$ 2,750.69	\$ 1,375.62	\$ 3,899.51
8	Hot Spiced Okra	\$ 1,509.60	\$ 530.40	\$ 68.00	\$ 850.00
9	Mozzarella di Giovanni	\$ 1,390.00	\$ 4,488.20	\$ 3,027.60	\$ 2,697.00
10	Str Rodney's Scones	\$ 1,462.00	\$ 644.00	\$ 1,733.00	\$ 1,434.00
11	Steeleye Stout	\$ 1,310.40	\$ 1,368.00	\$ 1,323.00	\$ 1,273.50
12	Veggie-spread	\$ 3,202.87	\$ 263.40	\$ 842.88	\$ 2,590.10
13	Grand Total	\$ 19,239.04			
14					

