

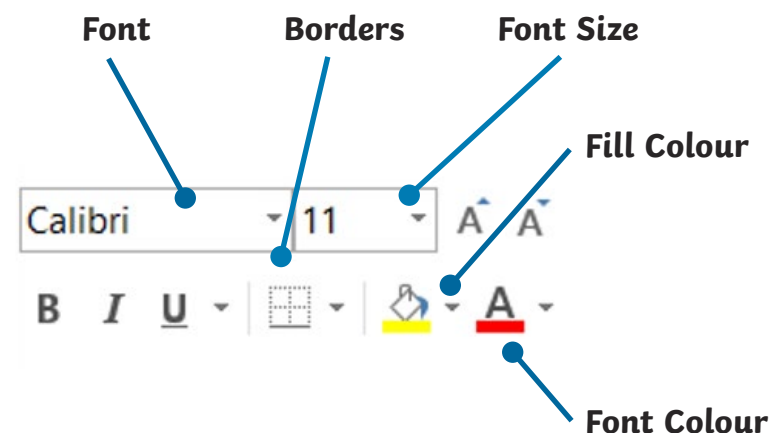
Key Vocabulary	
ascending	Going up in number or letter order, i.e. A-Z or 1-10.
average	Calculated by adding several amounts together, finding a total, and dividing the total by the number of amounts.
calculate	To use numbers to find out a total number, amount, distance, etc.
cell	A box on a spreadsheet in which you enter a single piece of data .
column	A range of cells that go down (vertically) on a spreadsheet.
data	A collection of information. Data in spreadsheets often shows calculations, graphs and the sorting or filtering of information.
descending	Going down in number or letter order, i.e. Z-A or 10-1.
format	The appearance or presentation of text, objects or images.
formula	A calculation using numbers, mathematical operations and cells in a spreadsheet.
row	A range of cells that go across (horizontally) on a spreadsheet.

What Is a Spreadsheet?

A spreadsheet displays, organises and manipulates **data**. It can be used to:

- store and sort **data** in different ways;
- filter and search **data**;
- carry out **calculations**;
- show **data** visually in graphs and charts.

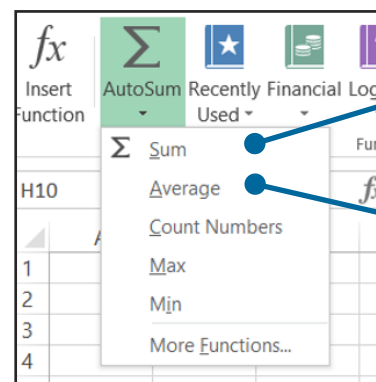
Formatting Cells



Useful Formulas

Function	Formula	Example
add values	= cell+cell	=A1+B1
subtract values	= cell-cell	=A1-B1
multiply values	= cellxcell	=A1xB1
divide values	= cell/cell	=A1/B1

AutoSum Function

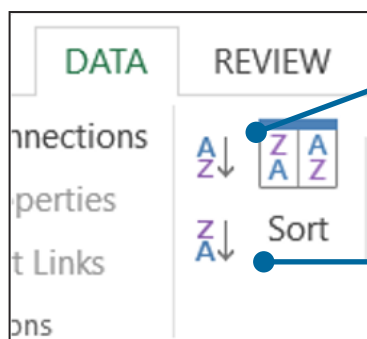


Use **Sum** to add values from a range of **cells**.

Use **Average** to find the **average** value from a range of **cells**.

Sorting Data

To sort **data** in an **ascending** or **descending** order, select **DATA** from the toolbar.



Click here to sort **data** into **ascending** order.

Click here to sort **data** into **descending** order.

Creating Graphs

To create a graph to display your **data**, click **INSERT** and then choose **Column Chart/Graph**.

