

Vocabulary

Absolute cell reference	Cell reference that does not adjust to its new location when copied or moved.
Autofill	Automatically replicates data and formulae into cells.
Autosum	A function that automatically adds the values in a range.
Break even	To not make a profit, not make a loss, but arrive at an outcome of zero.
Chart	A graphical way to show data.
Filter	Allows you to display only certain data to make it easier to find specific information in a table.
Formula	Equation that performs a calculation on values in a worksheet.
Function	A built-in formula that makes it easy for you to perform common calculations.
Goal seek	A process that automatically works out a specific required value by changing the value in a related cell.
Hide/unhide	Show or reveal selected rows or columns.
Model	a computer program that is designed to simulate what might (or what <i>did</i>) happen in a situation.
Print area	Setting the print area restricts what is going to be printed. This is important when trying to fit a large spreadsheet on to one page while printing.
Range	A group of cells on a worksheet identified by the cell in the upper left corner and the cell in the lower right corner, separated by a colon. For example, A1:B20.
Relative cell reference	Cell reference that adjusts automatically when moved or copied.
Replicate	Another word meaning "to copy", especially for formulae.
Sort	Arranging the contents of a range in ascending (A to Z) or descending (Z to A) order.
Spreadsheet	A grid of rows and columns containing numbers, text, and formulas. Used to solve number-based problems.
What if...?' questions	Types of questions that explore different possible events or situations.
Worksheet	The workspace where you enter data.

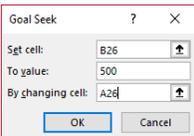
Spreadsheet Functions

AVERAGE	Shows the average of values in a range	=SUM	Adds up the total value of the cells in a range
MAX	Displays the biggest value from the range	=MIN	Displays the smallest value from the range
IF	A logical function that can be helpful in decision-making. It tests to see if a condition is true or false, e.g. =IF(A1>75, "Pass", "Fail") If the value in cell A1 is greater than 75, it will display Pass . If it is not, it will display Fail . Text strings must be inside quotation marks.		
COUNTIF	A logical function that counts the cells within a range that meet criteria you specify, e.g. =COUNTIF(A1:A25, "apples") This will show the number of cells from the range A1:A25 that contain the word apples .		
AVERAGEIF	A logical function that displays the average of values in cells within a range that meet criteria you specify, e.g. =AVERAGEIF(B5:B30, "male", D5:D30) This will show the average value from the cells in column D that are on the same row as a cell in column B that contains the word male .		
=SUMIF	A logical function that displays the sum total of values in cells within a range that meet criteria you specify, e.g. =SUMIF(D2:D20, "Toyota", E2:E20) This will add up and display the total values from column E that are on the same row as the cells in column D containing the word Toyota .		
Numerical operators			
>	greater than	<	less than
>=	greater than or equal to	<=	less than or equal to
=	equal to	<>	not equal to

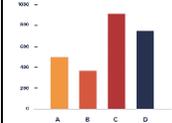
Goalseek A process that automatically works out a required value by changing the value in a related cell.

In the example to the left, we are setting the value of B26 to 500 by changing cell A26.

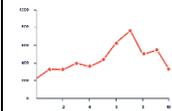
This can be very useful when working on an incomplete model.



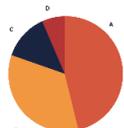
Representing Data Graphically



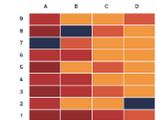
Bar charts are used to **compare variables**. They can appear vertically (also called a column chart) or horizontally.



Line graphs are used to show **trends over time**.



Pie charts are used to show the **components of a larger whole**.



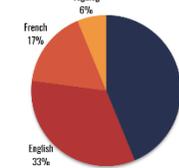
Conditional formatting applies formatting to a range based on the contents of the cells. A common approach is a **heat map** like the example to the left.

Key components of a chart

Title	No chart is complete without a descriptive title. Think carefully when naming a chart.
Axes	The horizontal and vertical axes of your chart should be labelled and use appropriate units.
Series	The name given to a row or column of numbers plotted in a chart.
Data labels	It is essential that data displayed graphically is well-labelled to enable the viewer to understand the data being presented.

Examples

LANGUAGES SPOKEN AT HOME



CLASS AVERAGE SCORE

