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| **Year 6 Spring 1 – Spreadsheets with Microsoft Excel** | | |
| **Key Images** | **Key Learning** | |
| |  |  | | --- | --- | | Open a new document |  | | Open an existing document |  | | Save your work |  | | Undo key |  | | Font Category |  | | Insert cell |  | | Text wrapping |  | | Home tab where many editing tools are found |  | | Formula Bar |  | | Worksheet Tab |  | | Insert tab where you can add an object such as a picture or shape |  | | * To know what a spreadsheet looks like. * To navigate and enter data into cells. * To introduce some basic data formulae in Excel for percentages, averages and max and min numbers. * To demonstrate how the use of Excel can save time and effort when performing calculations. * To use a spreadsheet to model a real-life situation. * To demonstrate how a Excel can make complex data clear by manipulating the way it is presented. * To create a variety of graphs in Excel. * To apply spreadsheet skills to solving problems. | |
| **Key Vocabulary** | **Key Questions** |
| * Alignment * Style * Formula(e) * Sum * Calculate * Function * Text Wrapping * Cell * Range * Value * Cell reference * Row * Workbook * Chart * Spreadsheet * Column | **What is a spreadsheet used for?**  Spreadsheets are used to display, organise and interpret information. They are easy to manipulate and carry out useful calculations quickly.  **How do you carry out a multiplication calculation?**  Within the formula bar for the cell, you will need to write = then the cells you want to multiply using the operator \*. For example, =A1\*B1 will show the answer of A1 multiplied by B1. You can change the contents of A1 or B1 and this will change your answer.  **How does using the SUM function save time?**  Using the SUM function allows you to add together the total of many cells without having to write them all out. For example, it is easier to write =SUM(A1:A6) rather than = A1+ A2+ A3+ A4+ A5+ A6. |



Reference to