



Unit 3.3: Spreadsheets

- **Advanced Mode:** A mode of 2Calculate in which the cells have references and can include formulae.
- **Bar graph:** A chart that uses bars to show quantities or numbers, so they can be easily compared.
- **Cell address:** Every cell has an address. This can be found by reading the column letter then row number.
- **Data:** A collection of information, especially facts or numbers, obtained by observation, questions or measurement to be analysed and used to help decision-making.
- **Equals:** This symbol shows that numbers or number sentences either side are equal in value.
- **Less than:** This symbol shows that a number to the left of it has less value than one to the right.
- **More than:** This symbol shows that a number to the left of it has greater value than one to the right.
- **More than, less than & Equal tool:** This highlights either more than, less than or equals according to which numbers are either side of it.
- **Pie Chart:** A circular chart divided into segments which each represent a portion of the total amount.
- **Quiz tool:** This can be used after the equals sign or instead of a number in a calculation. If you input the correct answer it will disappear.
- **Spinner tool:** This changes a number by one each time up or down is clicked.
- **Table:** An organised display of information laid out in rows and columns.