



## Unit 4.3: Spreadsheets

- **Average:** A number expressing the typical value in a set of data. Also known as the mean. It is calculated by dividing the sum of the values in the set by their number.
- **Budget:** The amount of money available to spend on a project.
- **Calculations:** The process or result of adding, subtracting, multiplying, or dividing or a combination of these operations.
- **Chart:** A diagram that represents data. Charts include graphs and other diagrams such as pie charts or flowcharts.
- **Column:** Boxes running vertically in a spreadsheet.
- **Data:** A collection of information, especially facts or numbers, obtained by observation, questions or measurement to be analysed and used to help decision-making.
- **Decimal place:** The position of a digit to the right of a decimal point. In 2Calculate, the number of decimal places to be displayed can be chosen.
- **Equals to tool:** This shows if an answer to a calculation is correct or not.
- **Format Cell:** The way that data is displayed in a cell. For example, using units such as £ or \$.
- **Formula:** A group of letters, numbers, or other symbols which represents a scientific or mathematical rule. The plural of formula is **formulae**.
- **Formula Wizard:** The formula wizard helps a user create formulas which perform calculations on selected cells. For example, adding, multiplying, average, total.
- **Line graph:** A line graph is used to display information which can change over time. For example, temperature at different times of the day.
- **Percentage:** 'per' 'cent' means number of parts per hundred.
- **Place value:** This is the value of each digit within a number. For example 354, the 3 = 3 hundreds, the 5 = 5 tens and the 3 = 3 ones.
- **Random number tool:** This tool, when clicked, will generate a random number.
- **Resize:** This is used to reduce or increase the size of a sheet in 2Calculate.
  
- **Row:** Boxes running horizontally in a spreadsheet.
- **Set image:** Images in 2Calculate can be given a value. For example, an apple 1 a pear 2 etc.

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- **Spinner tool:** This tool changes a number to the right of it by one each time an arrow is pressed.
- **Timer:** This tool counts in seconds. If a number is placed to the right of it, it will increase it by 1 each second.
- **Totals:** This tool will total anything in the cells below, next to or diagonal to it.

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