



## Unit 5.3: Spreadsheets

- **Advance Mode:** A mode in 2Calculate in which the cells have references and can include **formulae**.
- **Area:** This is the term used to describe the amount of space taken up by a flat shape or surface. For example the size of a field. Simple shapes like rectangles can have area calculated by multiplying length x width.
- **Budget:** An amount of money allocated to something. For example, the amount of money the children have been given for ingredients to make cakes for a school cake sale.
- **Columns:** Boxes running vertically in a spreadsheet.
- **Computational Model:** Creating or using a simulation (a model) of a real-life situation, on a computer.
- **Data:** A collection of information, especially facts or numbers, obtained by observation, questions or measurement to be analysed and used to help decision-making.
- **Format Cell:** The way that text looks. Formatting cells is helpful for interpreting a cell's contents for example you might want to format a cell to show a fraction e.g.  $4 \frac{1}{2}$  or include 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 Bar:** An area of the spreadsheet into which formulae can be entered using the '=' sign to open the formula.
- **Formula Wizard:** The wizard guides the user in creating a variety of **formulae** for a cell such as calculations, totals, averages, minimum and maximum for the selected cells.
- **'How Many?' Tool:** This tool counts how many of a variable there are in a spreadsheet.
- **Perimeter:** Is the term used to describe all the sides lengths added up. For example, to work out perimeter of a rectangle we can add up all its sides lengths.
- **Profit:** This is the amount of money that has been made after the costs of creating or doing something. For example, the amount of money there is from a cake sale when the cost of creating them has been subtracted.
- **Rows:** Boxes running horizontally in a spreadsheet.

- **Spreadsheet:** A computer program that represents data in cells in a grid of rows and columns. Any cell in the grid may contain either data or a formula that describes the value to be inserted based on the values in other cells.
- **Totalling tool:** The totalling tool adds up the value of every cell above it, next to it or diagonal to it according to which total tool is selected.
- **Variable:** A variable is used in computing to keep track of things that can change while a program is running.