



## Unit 6.3: Spreadsheets

- **Advanced mode:** A mode in 2Calculate that displays rows and columns which gives cell addresses and enables formula wizard.
- **Budget:** The amount of money available to spend on a project.
- **Chart:** A diagram that represents data. Charts include graphs and other diagrams such as pie charts or flowcharts.
- **Columns:** Boxes running vertically in a spreadsheet.
- **Count (How Many?) Tool:** Counts how many of a variable there are 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.
- **Dice Tool:** Simulates the roll of a die to a random number between 1 and 6 when you click on it.
- **Expense:** A cost associated with a project.
- **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 fomula.
- **Formula wizard:** Helps a user create formulas which perform calculations on selected cells. For example, adding, multiplying, average, total.
- **Move Cell Tool:** Allows selected cells to be draggable.
- **Percentage:** Percentage or percent means one hundredth. For example 1% means  $\frac{1}{100}$  or one hundredth. Since percentages are hundredth parts, this means we can easily write them as fractions and decimals. E.g. 10%, 0.1 or  $\frac{1}{10}$ .
- **Probability:** The extent to which an event is likely to occur, measured by the ratio of the favourable cases to the whole number of cases possible.
- **Profit:** Money that is earned in trade or business after paying the costs of producing and selling goods and services.
- **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.

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