



Unit 6.9: Spreadsheets with Microsoft Excel / Google Sheets

- **Auto fit:** A function of a spreadsheet that alters column widths to fit data.
- **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.
- **Calculation:** The process or result of adding, subtracting, multiplying, or dividing or a combination of these operations.
- **Categories Ribbon†:** The way that icons are organised into related functions in the Microsoft menu bar.
- **Cell:** An individual section of a spreadsheet grid. It contains data or calculations.
- **Cell Reference:** Each cell has a cell reference that shows its position. The cell reference is displayed in the box on the top left (not on tablet version).
- **Chart:** A diagram that represents data. Charts include graphs and other diagrams such as pie charts or flowcharts.
- **Column:** Vertical, lettered reference points for the cells in a spreadsheet.
- **Computational Model:** Creating or using a simulation (a model) of a real-life situation, on a computer.
- **Conditional formatting:** When a cell or cells are formatted in a specific way depending upon the values in the cell or cells.
- **Currency:** A system of money in general use in a particular country.
- **Data:** A collection of information, especially facts or numbers, obtained by observation, questions or measurement to be analysed and used to help decision-making.
- **Delimiter*:** A character that separates each piece of data.
- **Expense:** A cost associated with a project.
- **Filter:** Changing the view of the spreadsheet to see only certain data by selecting from the available data in the columns.
- **Flash-fill*:** A function of Excel that fills cells using a pattern started by the user.
- **Formatting:** The way that text looks (in a cell).
- **Formula:** A group of letters, numbers, or other symbols which represents a scientific or mathematical rule. The plural of formula is **formulae**.

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- **Formula Bar:** An area of the spreadsheet into which formulae can be entered using the '=' sign to open the formula.
- **Graph:** A diagram that represents data there are specific layouts for graphs including bar graphs and line graphs.
- **Horizontal axis:** The x-axis of a graph is called the horizontal axis.
- **Maximum:** The largest amount or number.
- **Minimum:** The smallest amount or number.
- **Profit:** Money that is earned in trade or business after paying the costs of producing and selling goods and services.
- **Range:** A collection of selected cells: all the numbers you want to appear in a calculation. For example, A1:A12 includes all the cells from A1 to A12.
- **Row:** Horizontal, numbered reference points for the cells in a spreadsheet.
- **Series:** Data that follows a pattern.
- **Sheet:** The label used to describe each individual page in a spreadsheet workbook.
- **Sorting:** Organising data by a rule such as alphabetical or numerical.
- **Spreadsheet:** a software tool used for organising information and performing calculations on the data.
- **Template:** A document that has been pre-formatted for a purpose including formulae to be used.
- **Text Wrapping:** This displays the cells contents on multiple lines rather than one long line, allowing all the contents to be shown.
- **Vertical axis:** The y-axis of a graph is called the vertical axis.
- **Workbook:** A spreadsheet file that can contain 1 or more spreadsheets.

*Full version only

†Microsoft only