Data Handling Knowledge Organiser

❓ What are we learning about spreadsheets?

Spreadsheets have a huge variety of uses: from completing quick calculations, helping to create budgets, organising data efficiently and effectively to producing tables, graphs and charts, the skills learnt in this activity pack will help with many areas of our lives. Spreadsheets can be found in many different scenarios: databases for libraries, school registers, budgets in the home...the list is endless! Microsoft Excel is the main spreadsheet software but there is also Google Sheets and Apple Numbers, which are very similar. A database is another way to organise data and we can use search skills to find the specific data we are looking for.

📝 National Curriculum Content

Select, use and combine a variety of software (including internet services). Collecting, analysing, evaluating and presenting data and information.

📖 Key knowledge

- Know how to select and use non-adjacent cells plus resize multiple cell widths and copy/paste cells.
- Know how to find data and create a spreadsheet to suit it.
- Know how to use formulae to find totals, averages and maximum/minimum numbers.
- Know how to search a database for specific information.

🔤 Important Vocabulary

Spreadsheet	A piece of software that helps us organise data, such as a league table, financial records or school register.
Cell	The spreadsheet is divided into rectangles called cells, where the data is added (numbers or text). The cells can be resized.
Formula	Add a calculation to a cell to perform an action, such as adding up the totals of different cells. This will work automatically and save time.
Database	Data can also be organised into a database. This makes it easier to find specific information, such as patient information at a hosptial.
Record	A database is divided into records. For example, in a hospital, each patient will have a record with their name, address etc.
Field	Not a hay field!! Within the record are fields, dividing up the different types of data. In a hospital database, each patient record includes different fields for name, address, date of birth etc. We can search a record to find the different fields within it.
Sort	When searching a database, we can sort the records into ascending (lowest to highest) or descending (highest to lowest) or alphabetical order etc to help find the record we are looking for.