

Unit 2.3 Spreadsheets

Spreadsheets are used to organise data.

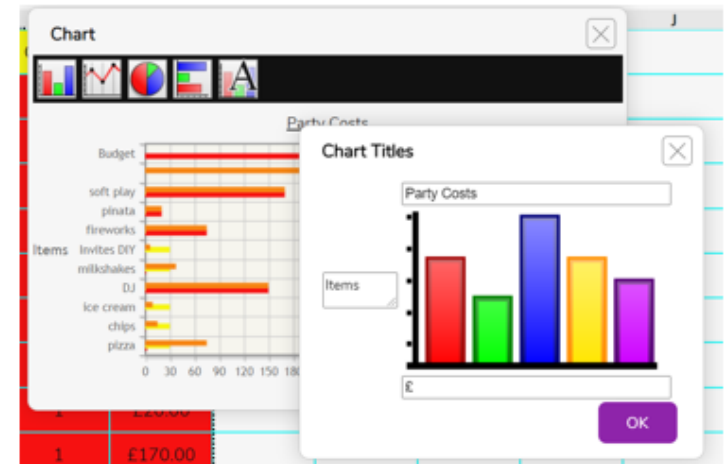
School Records - Storing and organising children's names, ages, class



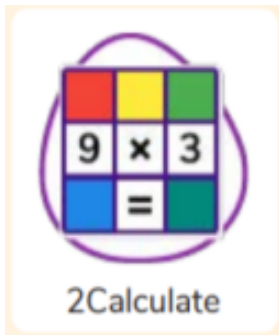
Planning events - calculating costs, making lists

	A	B	C	D	E
1		Item	Price	Quantity	Total
2		pizza	£2.50	30	£75.00
3		chips	£0.50	30	£15.00
4		ice cream	£0.30	30	£9.00
5		DJ	£150.00	1	£150.00
6		milkshakes	£1.25	30	£37.50

Displaying information as tables and graphs



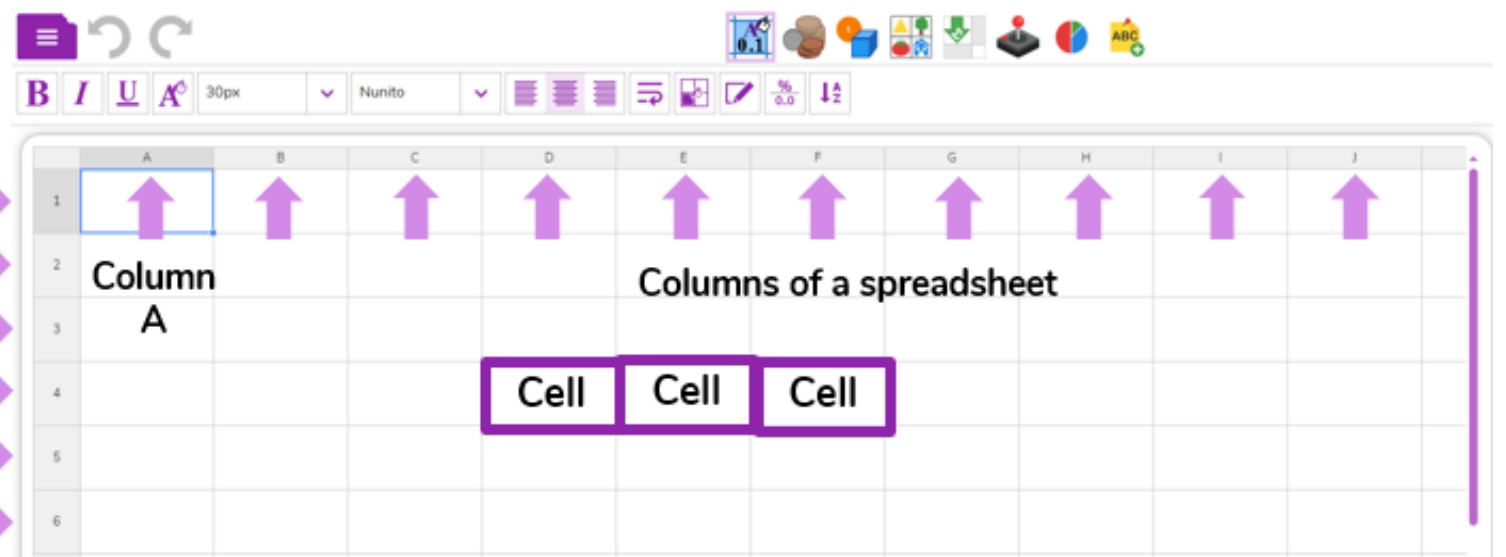
Data in a Spreadsheet is organised in a grid of rows and columns and can be easily edited.



row 1

row 2

rows of a spreadsheet








Unit 2.3 Spreadsheets

		1	2	3	Σ →	6
		4	5	6		
		7	8	9		
	Σ →		Σ ↓		Σ ↘	
15			15			15

totals

Σ → Σ ↘ Σ ↓ Σ ↙

Tools



























move count

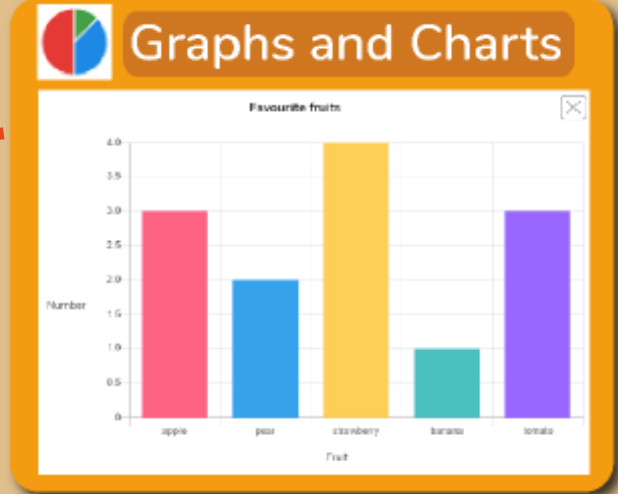
lock speak




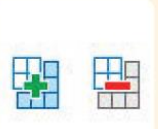


spreadsheet




menu bar

B *I* U *A* 30px Nunito
 









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 Increase or decrease spreadsheet size
 Images
 Format cells

 Wrap Text
 Cell colour
 Border colour