

Spreadsheet Modelling Key Stage 2

Keywords		
Sheet	Formulas	Multiplication
Row	Merge cells	Adding
Column	Wrap text	Minus
Data	Boarders	Divide
Cell Reference	Spreadsheet	Formula bar

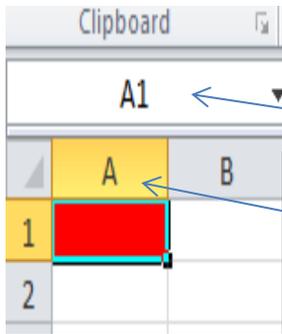
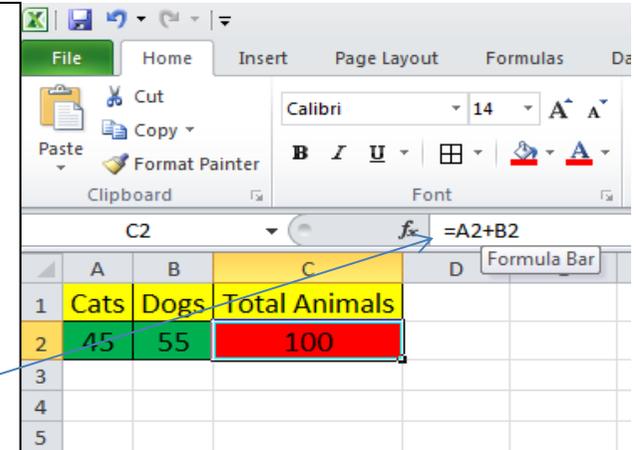
Formulas

Spreadsheet can do sums for us, we call them formulas.

If you see in this example the red cell has totalled the 2 green cells. It does this automatically if we put in a simple FORMULA.

If we put, $=A1+B2$ into cell C2 the spreadsheet works out the answer for us.

Notice the formulas in the formulas bar. That is what is written into cell C2

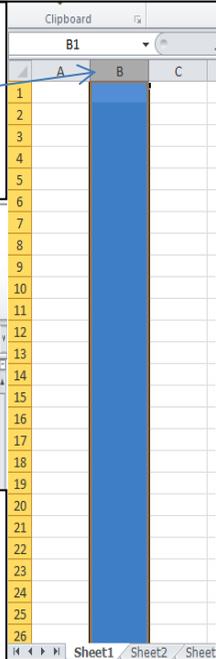


This box is the NAME BOX.

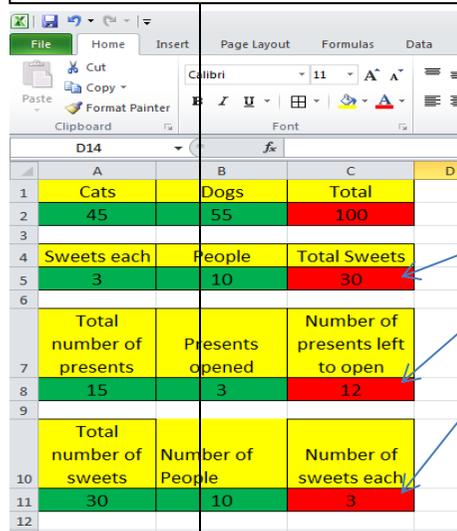
If you type in the cell you want it will go straight there.

A cell is a single box on the sheet. It has an individual CELL REFERENCE (A1 in the example).

A Column is made up of lots of cells. It is represented by a letter and goes down the sheet, (column B is in the example)



A Row is made up of lots of cells. It is represented by a Number and goes across a sheet, (row 2 is in the example).



To create a formulas all you need to do is type = and then click on the first cell you want in you sum. Then you select the symbol you want to use and select the second cell you want. You can use as many cells as you like.

We can do the same for Multiplication (*)

Minus (-)

And also Division (/)

We just need to change the symbol we use in the formulas.

Adding lots of cells together

To add lots of cells you need to change you formulas slightly. This time you put

$=sum($

You then highlight all the cells you want to add together by left click and hold on mouse and drag over cells. These will appear after the (, you then close the bracket). Voila, its done.

This is easier than typing $=B2+B3+B4+b5+B6+B7$ which will do the same thing but much slower to put in.

