

# Year 6 Spreadsheet Modelling

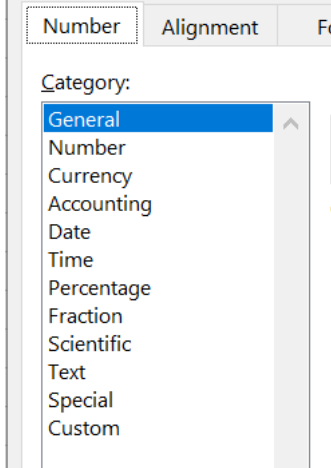
## Key Vocabulary

Spreadsheet	A document to arrange data and information in rows and columns
Cell	Each individual rectangle in Excel that holds values
Column	The vertical lines in Excel
Row	The horizontal lines in Excel
VLOOKUP	Used to display data from a different part of the spreadsheet
Formula	An instruction given to the program, starts with =
Data	Values without any context e.g. 24 or London
Information	Data with a given context e.g. 24 out of 50 in a maths test
Function	A predefined formula
Workbook	The whole Excel document. The collection of sheets.
Sheet	Each individual page on one Excel document

## Functions

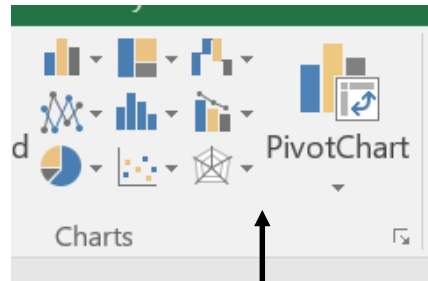
AutoSum	Adds up all the numbers in a given cell range
Average	Finds the <b>Mean</b> of a given set of cells
Max	Finds the largest or maximum value in a given set of cells
Min	Finds the lowest or minimum value in a given set of cells
If	Checks if data matches a given condition

## Format Cells

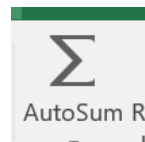


Right click on a cell to give you the Format Cells option.

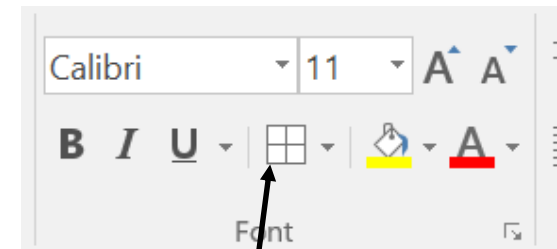
This can be used to change the type of value in the cell e.g. money or a percentage.



The chart icons in Excel



The Autosum icon



Icons used to format text.

Also includes the border icon for drawing lines around the table.