COMPUTING · Y4-Y6

Data & Spreadsheets

Knowledge Organiser — KS2 Computing

Key vocabulary

1. **Data**
   Information — facts, numbers or descriptions about something.
2. **Spreadsheet**
   A computer program that stores data in rows and columns. Examples: Excel, Google Sheets, Numbers.
3. **Cell**
   A single box in a spreadsheet where you put one piece of data.
4. **Row**
   A line of cells going across (left to right). Numbered 1, 2, 3...
5. **Column**
   A line of cells going down (top to bottom). Lettered A, B, C...
6. **Formula**
   An instruction that tells the spreadsheet to calculate something. Always starts with =.
7. **Function**
   A built-in formula like =SUM, =AVERAGE, =COUNT.
8. **Chart**
   A picture (graph) that shows what your data means.

9	**Range** A group of cells, like A1:A10 (all cells from A1 down to A10).
10	**Header** The top row that names what's in each column (e.g. 'Name' 'Age' 'Score').

mmon formulas

Start every formula with

- =A1+B1 — adds the values in cells A1 and B1
- =A1-B1 — subtracts B1 from A1
- =A1*B1 — multiplies (we use * not × in spreadsheets)
- =A1/B1 — divides A1 by B1
- =SUM(A1:A10) — adds up all numbers from A1 to A10
- =AVERAGE(A1:A10) — finds the mean
- =MAX(A1:A10) — finds the biggest number
- =MIN(A1:A10) — finds the smallest number
- =COUNT(A1:A10) — counts how many cells contain numbers
- =IF(A1>10, 'Yes', 'No') — checks a condition and gives one answer or another

ing the right chart

Match the chart to the da

- BAR CHART — comparing categories. Example: how many of each pet children own.
- LINE GRAPH — change over time. Example: temperature over a week.
- PIE CHART — parts of a whole. Example: percentage of class who like each subject.
- SCATTER GRAPH — relationship between two things. Example: time spent reading vs. test scores.

- Don't use a pie chart for too many categories (more than 5 = hard to read).
- Always label your axes and give your chart a title.

uses of spreadsheets

Why spreadsheets matte

- Schools use them for: registers, timetables, test scores, budgets
- Shops use them for: stock counts, sales records, prices
- Sports teams use them for: scores, statistics, player records
- Scientists use them for: experiment results, calculations
- Families use them for: budgets, holiday planning, saving for things
- Some games use spreadsheet-style data to track inventory or characters
- Excel and Google Sheets are two of the most-used pieces of software in the world