Year 7 Knowledge Organiser: Manipulating Data - Using a Spreadsheet

De La Salle School

Creating a Formula:

The steps to creating a **Formula**:

1. Start with **=**
2. Select your **first cell reference** (B5)
3. Add the correct mathematical symbol **(+, - , * , /)**
4. Select the **final cell reference**. (B6)
5. Press **enter**

E.G. =B5+B6

Mathematical Symbols:

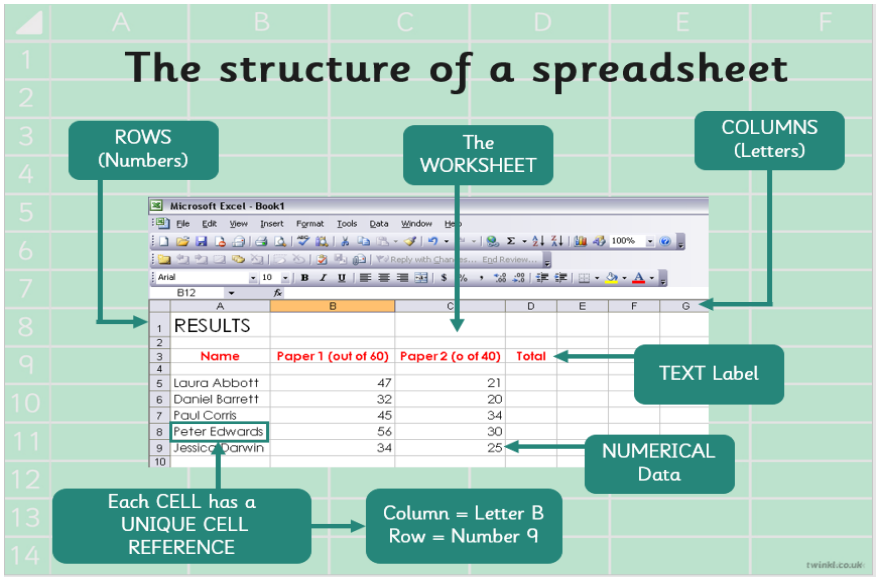
+ Addition

- Subtraction

***** Multiplication

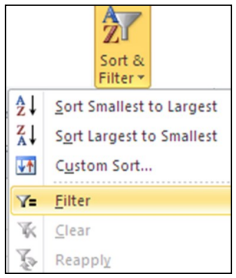
/ Division

The structure of a Spreadsheet:

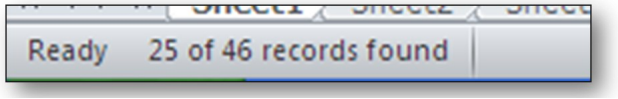


Sorting and Filtering Data:

Sorting Data, is when you change the order of the data you have been presented

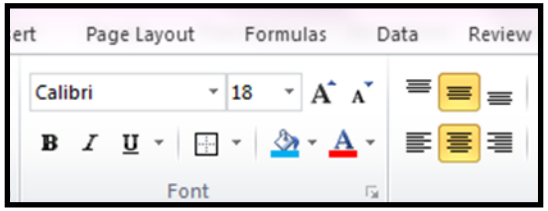


Filtering Data, is when only the selected data is shown (e.g. Female)



When data has been filtered the bottom of the screen will show you how many records remain

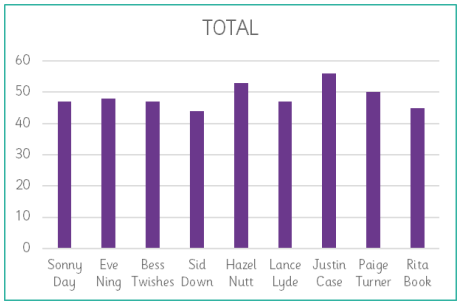
Formatting a Spreadsheet:



The following can be changed: Font style, borders, font size, cell colour and font colour using the tool bar above.

Creating a Graph:

A graph can be defined as a pictorial representation or a diagram that represents data or values in an organized manner.



To create a graph you need to complete the following steps:

1. **Highlight** the required information.
2. Select the option **Insert**.
3. Select the **desired graph style**.
4. Add an appropriate graph **title**
5. Add appropriate **Axis titles**