

My Year 2 unit on Pictograms, Year 3 unit on Branching Databases, will help me with this unit.

**Key information**

**Totals and Averages**

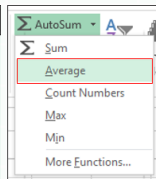


How to use the AVERAGE function.

Spelling Test Scores	1	2	3	4	5	6	TOTAL	AVERAGE
1. Sonny Day	9	6	10	10	7	5		

First, click in the cell that you want the average to appear.

Either click on the Insert Function button and choose 'AVERAGE'...



...or choose from the AutoSum drop-down menu. Enter or highlight the first and last number in the row of data of which you want to find the average.

**Vocabulary**

<b>Spreadsheet</b>	An electronic document in which data is arranged in the rows and columns of a grid and can be manipulated and used in calculations:
<b>Cell</b>	The boxes within the spreadsheet that contain the data and make up the rows and columns.
<b>Cell References</b>	The numbers and letters of rows and columns which tell us where a particular piece of data is stored.
<b>Stereotype</b>	A widely held but fixed and oversimplified image or idea of a particular type of person or thing

**Online Safety Focus**

**Key Computing Skills and Knowledge**

<ul style="list-style-type: none"> <li>Know that <b>media</b> can shape ideas about <b>gender, race, religion, disability, culture</b> and other groups</li> <li>Know what a <b>stereotype</b> is and how to make judgements based on them</li> <li>Know that it is important to <b>reject</b> and challenge <b>inappropriate representations</b> online</li> </ul>	<ul style="list-style-type: none"> <li>Know how to change the size of <b>cells</b></li> <li>Know that we can <b>format cells</b> e.g. <b>plain text, date, number, currency etc</b></li> <li>Know that <b>formatting</b> makes <b>spreadsheets</b> easier to use and read</li> <li>Know that <b>calculations</b> can be performed in <b>spreadsheets</b> using <b>mathematical operations</b></li> <li>Know that * can represent <b>multiplication</b> and / can represent <b>division</b></li> <li>Know that a <b>formula</b> can be <b>duplicated</b> to save time</li> <li>Know how to use the <b>SUM</b> formula</li> <li>Know some benefits of using <b>spreadsheets</b> for calculations e.g. it saves time, you can update data easily, you can work with large amounts of <b>data</b> easily</li> <li>Know that using <b>data headings</b> helps to keep the <b>data</b> organised</li> <li>Know that <b>spreadsheets</b> can be used to create <b>graphs</b></li> <li>Know how to interpret <b>data</b> from looking at a <b>pie chart</b></li> <li>Know some benefits from <b>data</b> being shown in a <b>chart</b> e.g. it is visual, it allows comparison of <b>data</b> etc</li> <li>Know some benefits from <b>data</b> being shown in a <b>table</b> e.g. you can sort the <b>data</b>, easily update it, see individual <b>data</b> etc</li> </ul>
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