

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

### Key information

## Totals and Averages



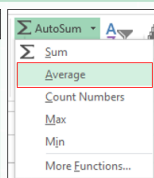
How to use the AVERAGE function.

Spelling Test Scores							TOTAL	AVERAGE
1 Sonny Day	9	6	10	10	7	5		

Average?

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.
<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>Reputation</b>	The beliefs or opinions that are held about a person.

### Online Safety Focus

- Know ways in which anyone can create a positive **online reputation**
- Know strategies that can protect a person's online **reputation** e.g. **anonymity**

### Key Computing Skills and Knowledge

- Know how to change the size of **cells**
- Know that we can **format cells** e.g. **plain text, date, number, currency etc**
- Know that **formatting** makes **spreadsheets** easier to use and read
- Know that **calculations** can be performed in **spreadsheets** using **mathematical operations**
- Know that \* can represent **multiplication** and / can represent **division**
- Know that a **formula** can be **duplicated** to save time
- Know how to use the **SUM** formula
- Know some benefits of using **spreadsheets** for calculations e.g. it saves time, you can update data easily, you can work with large amounts of **data** easily
- Know that using **data headings** helps to keep the **data** organised
- Know that **spreadsheets** can be used to create **graphs**
- Know how to interpret **data** from looking at a **pie chart**
- Know some benefits from **data** being shown in a **chart** e.g. it is visual, it allows comparison of **data** etc
- Know some benefits from **data** being shown in a **table** e.g. you can sort the **data**, easily update it, see individual **data** etc