

Data Handling Knowledge Organiser



? What are we learning about spreadsheets?

Spreadsheets have a huge variety of uses: from completing quick calculations, helping to create budgets, organising data efficiently and effectively to producing tables, graphs and charts, the skills learnt in this activity pack will help with many areas of our lives. Spreadsheets can be found in many different scenarios: databases for libraries, school registers, budgets in the home...the list is endless! Microsoft Excel is the main spreadsheet software but there is also Google Sheets and Apple Numbers, which are very similar.



National Curriculum Content

Select, use and combine a variety of software (including internet services). Collecting, analysing, evaluating and presenting data and information.






Key knowledge

1. Know how to change appearance of cells in a spreadsheet (fill colour and border) then add and align text.
2. Know how to Find and add data to a spreadsheet, resize cells and use the software to create a suitable chart with a title.

Data Handling



Important Vocabulary

Spreadsheet	A piece of software that helps us organise data, such as a league table, financial records or school register.
Cell	The spreadsheet is divided into rectangles called cells, where the data is added (numbers or text). The cells can be resized.
 Pie chart	A pie chart presents data into sections that look like slices of a pizza or pie. It a good way to see quickly how much of something there is compared to something else. E.g the population of different countries.
 Bar Chart	A bar chart presents data as bars. It is a good way to see exactly how much of something there is. E.g the number of days of rain in each month.
 Line graph	A line graph presents data as a line that moves along the axis. It is a good way to see how data changes over time. E.g the temperature each day over a month.

