Spreadsheet glossary

Bar chart - a graph plotted with a bar for every result.

Cell reference - every cell has a reference code you can use to refer to it. The spreadsheet columns are labelled from A to Z while the rows are labelled from 1 to 100. A columns of cells would be A1, A2, A3 ...

Cells - the boxes on the screen into which you type your results.

Copy - a feature to copy something you've typed, saving you having to type it again.

Data - the numbers and words that you've collected together.

Database program - like a spreadsheet this a program for handling data. When you have lots of data it's better to use a database program. But use a spreadsheet if your results fit into a table and if your data is mostly numbers. Spreadsheets are good if you want to do calculations or if you want to see all your results in one glance.

Formula - you make a formula when you need to do some maths, such as multiply two numbers together. Cell references are used in building spreadsheet formulae - for example, the following formula works out a percentage: =100 * B2/B3

Function - a formula which is built into the spreadsheet. It can work out the total or average of a column.

Labels - the headings for the spreadsheet table.

Line graph - like a bar chart but a line is drawn where the bar tops would be.

Move - a feature which moves something you've typed to a new place on the spreadsheet. It saves you having to type it again.

Name - you can highlight a cell and give it a memorable name. You might name one cell 'distance' and another cell 'time'. You could then type in a formula that made more sense, i.e. to calculate a speed, you would type =distance/time instead of say, C3/B4.

Operator - meaning arithmetic operators such as multiply, divide, add and subtract or * / + - .

Pie Chart - a chart which can show the relative numbers of, say girls and boys in the class. The result is shown as percentages.

Range - is a set of cells. In C3:C8, the range is the set of cells stretching from cell C3 to C8.

Scattergraph - an x-y graph you can use to find patterns in your results.

Sort - a feature which sorts a column into order. You mark or select the column you want to sort. You will be asked if you want to sort it into ascending or descending order. Words are sorted into alphabetical order. Note that the computer 'alphabet' begins with numbers so that in an address: 7 Heathview comes before Heathview. Similarly when you sort numbers into alphabetical order, the result is that 11 comes before 7.

Values - these are the numbers and words that you've collected and entered on a spreadsheet.

Spreadsheet jargon