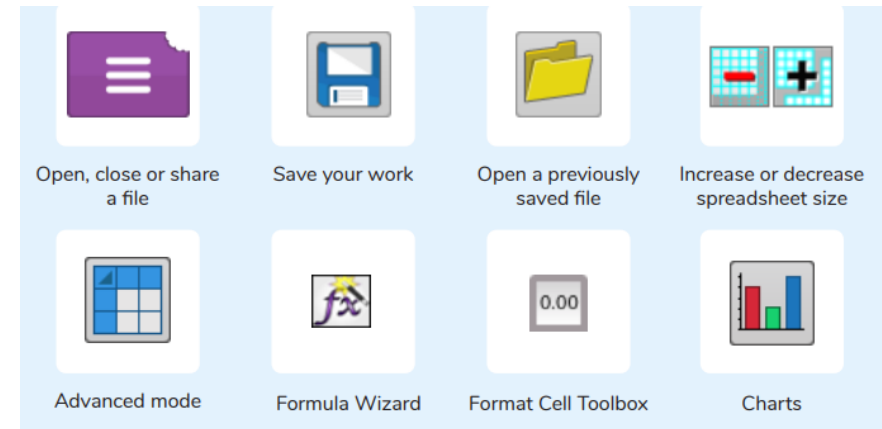


## Key Vocabulary

Rows	Boxes running horizontally in a spreadsheet.
Data	A collection of information, especially facts or numbers, obtained by observation, questions or measurement to be analysed and used to help decision-making.
Advance mode	A mode of 2Calculate in which the cells have references and can include formulae.
Formula wizard	The wizard guides you in creating a variety of formulae for a cell such as calculations, totals, averages, minimum and maximum for the selected cells.
Spreadsheet	A computer program that represents data in cells in a grid of rows and columns. Any cell in the grid may contain either data or a formula that describes the value to be inserted based on the values in other cells.
Format	The way that text looks. Formatting cells is helpful for interpreting a cell's contents for example you might want to format a cell to show a fraction e.g. $4\frac{1}{2}$ or include units such as £ or \$.
'How many?' tool	Counts how many of a variable there are in a spreadsheet
Columns	Boxes running vertically in a spreadsheet.
Formula	A group of letters, numbers, or other symbols which represents a scientific or mathematical rule. The plural of formula is formulae.
Formula bar	An area of the spreadsheet into which formulae can be entered using the '=' sign to open the fomula.
Totalling tool	Adds up the value of every cell above it, next to it or diagonal to it according to which total tool is selected.



Tell me how to use formulae and the totalling tools.

How could you use formulae to calculate area and perimeter of shapes.

**Are you a Milecastle Megamind?**