

Many companies will need to use some sort of spreadsheet.

Microsoft have 'Excel', Google have 'Sheets', and Apple have 'Numbers'

A spreadsheet is a powerful tool for organising information. They are used to carry out lots of calculations quickly and to store large amounts of information for a range of purposes.

Vocabulary

Spreadsheet

Data

Investigation

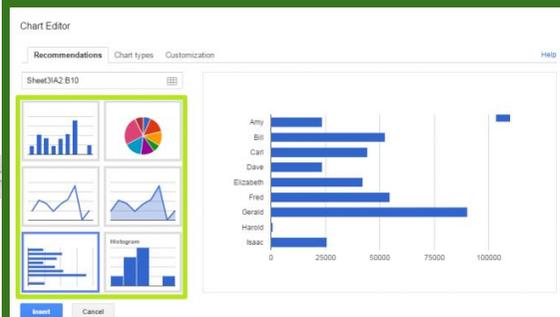
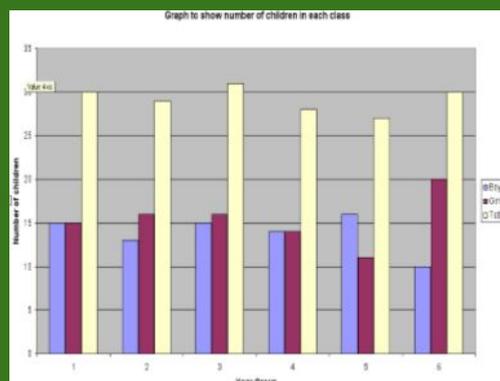
Accuracy

Interpret

Database

Spreadsheets can be used to create graphs or to visualise your data. Graphs come in many different forms, some more suited to different types of data.

YEAR GROUP	BOYS	GIRLS	TOTAL
1	15	15	30
2	13	16	29
3	15	16	31
4	14	14	28
5	16	11	27
6	10	20	30
TOTAL	83	92	175



Databases

Databases are used to sort information or store information.

Each entry or piece of information is called a record.

We can run a search on each record...called a query.

Example: School books and authors are put into a database as records.

We can run a query to find all books by David Walliams.