



MODELLING DATA – SPREADSHEETS

Data and information are not the same.

- **Data:** facts and figures in their raw form
- **Information:** data that has been given structure or meaning

For example:

Data—10, 2107, 18

Information—Time 10am, date 21st July, temperature 18°

The tool bar ribbon at the top allows for **formatting** of the data. Changing colour, size, style etc

There is a **sort** and **filter** tool that allows for data to be arranged in ways that is most useful for the user e.g. alphabetical, highest, lowest etc.

Conditional formatting can be set to allow the cell **formatting** to **automatically** change if certain criteria is met. For example a cell might turn red if there was a negative number

In order to complete calculations spreadsheets make use of **formula**.

A formula uses the following basic symbols

The = symbol is always at the start of a formula

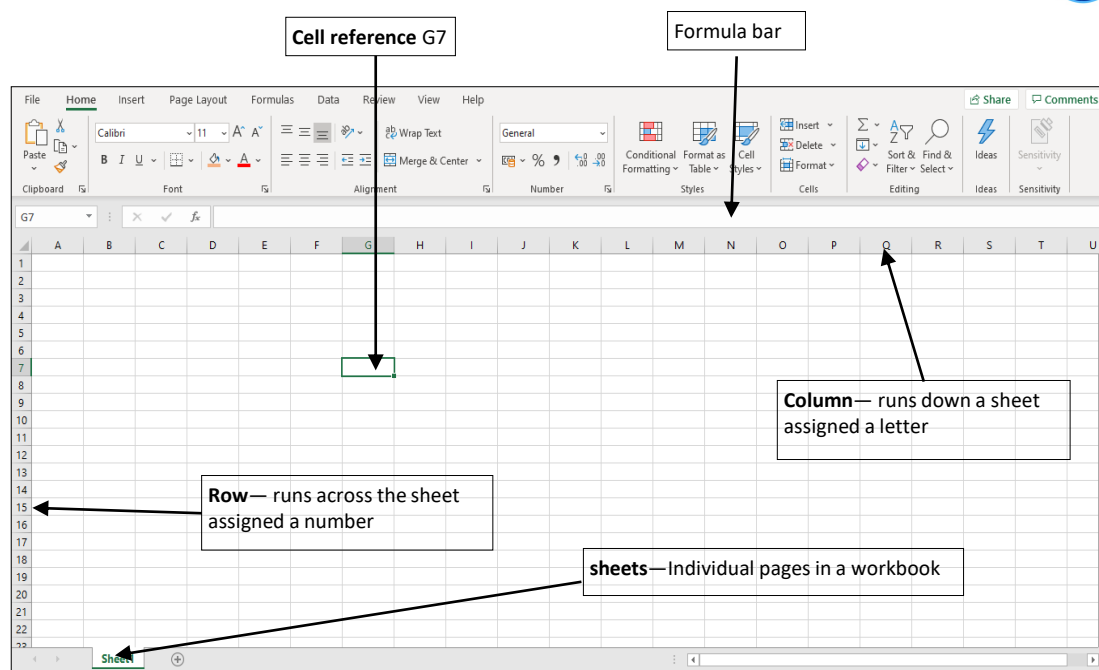
The + symbol is used for addition

The - symbol is used for subtraction

The * symbol is used for multiply

The / symbol is used for divide

Functions are also used which are predefined formula.



Common **functions** are

SUM—adds a range of cells

MAX—returns the largest value from selected cells

MIN—returns the smallest value from selected cells

AVERAGE—provides the arithmetic mean (average) of selected cells

COUNTIF—counts the number of cells in a range that meet the given criteria

IF— allows logical comparisons

COUNTA—counts cells that are not empty

Data can be gathered from different sources

- **Primary** source: collecting data yourself
- **Secondary** source: someone else collects the data

Each box on a spreadsheet is called a **cell** and they hold data.

Each **cell** has a unique **cell reference** to identify its location.