

**Year 8.2 – Tuesday**

**12 -01 -21**

**Spreadsheets**

**Creating Formulae**  
**Inputting and presenting**  
**data**

# Learning Objective

1. To understand how to use formulae in spreadsheet is.
2. To be able to enter simple data into a spreadsheet

# STARTING AT THE BEGINNING

## What is a Spreadsheet?

A spreadsheet is a powerful tool for organising information.

## What are they for?

They are used to carry out lots of calculations quickly and to store large amounts of information for a range of purposes.

## What can they do?

Once you know how to do it – they can do almost any maths that you could need!

# TASK 1

Three class mates have been undertaking some research for their Science homework. Anna, Beth and Simon have been looking at the differences between their height, weight and shoe size. Below are the results;

Name	Height	Weight	Shoe Size
Anna	120cm	35kg	3
Beth	127cm	37kg	2
Simon	140cm	40kg	4

Transfer this data to the Spreadsheet, starting in Cell B2

## TASK 2

- Make all the titles and names **bold**
- Give the Column titles a **yellow** background (Cells B2 to E2)
- Give the names a **blue** background (Cells B3 to B5)

## TASK 3

- Select all the information, click 'Format' on the menu bar and then 'Cells'. Now add a border.

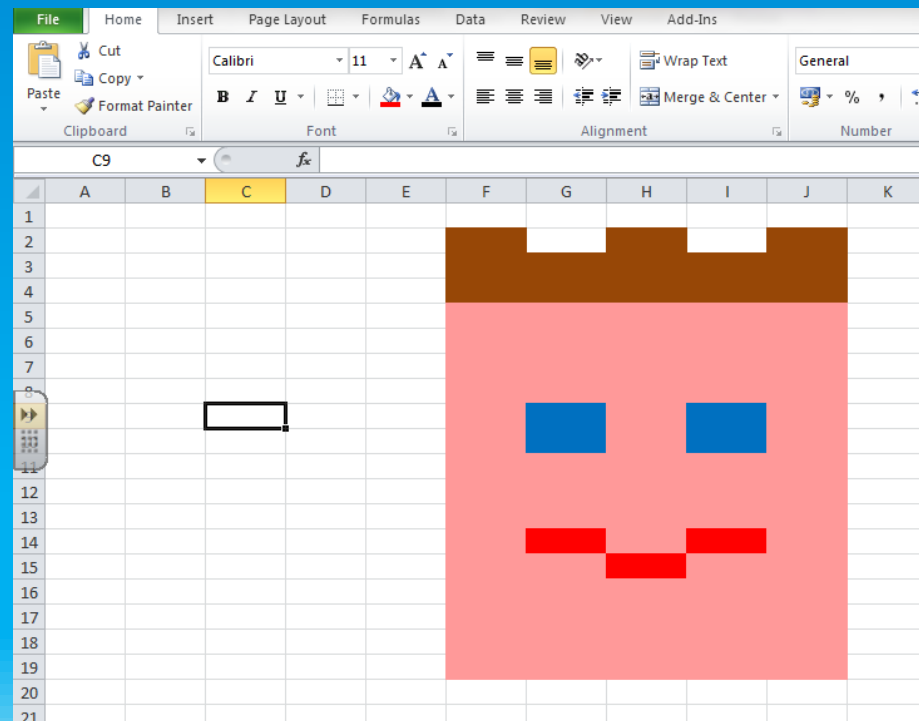
# EXTENSION

Four Footballers were comparing how many games they had played in and how many goals they had each scored. John played in 12 games and scored 4 goals, Richard played 6 times and scored 3 goals, Harry played 8 times and didn't score and finally, Shaun played in 15 games and scored 9 goals.

Transfer this information to a Spreadsheet, like you did above.

# TASK 4

Create a picture by colouring cells.





# Plenary

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Do you think you have achieved the learning objective ?  
Explain how you have done so, what did you do to  
achieved it?

# Learning Journals

- Fill in your learning journals detailing what you've done so far.
- **What have you learnt today?**
- **Is there anything that you want to find out over the next few lessons?**