

The bigger Picture

Your task is to develop a spreadsheet model that allows the organisers to explore different options and ask 'what-if' questions

Success Criteria



I can use

advanced features i.e.



Lookup and data validation to

ensure the data

within the spreadsheet is correct



I understand the use of charts and graphs and can

create one to help me analyse the

data. I also understand the use of conditional

formatting and can use it affectively within my

spreadsheet



I understand the use of formulas

and functions

and can add them to my spreadsheet



EXCEL - SPREADSHEET LEARNING MAT



Skill 1 - Creating a formula

	A	B	C
1	12	24	=

Symbols that can be used

Addition	Subtract	Multiply	Divide
+	-	*	/

Example =A1 + B1

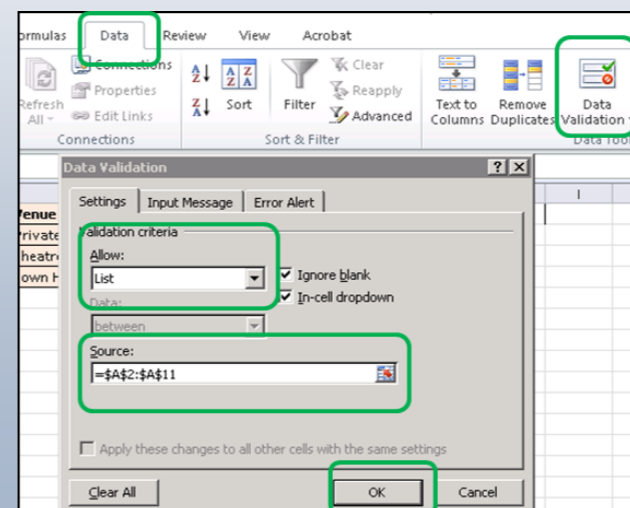
Skill 2 - Using a function

Name of Function	We use this function when...	Example
SUM	We want to add up more than 2 numbers	=SUM(A1:A6) This would add together all cells from A1 up to A6
AVERAGE	We want to find the average of more than 2 numbers	=AVERAGE(A1:A6)
MAX	We want to find the largest value in a column/ row	=MAX(A1:A6)
MIN	We want to find the smallest value in a column/ row	=MIN(A1:A6)

Skill 3: Data validation

To do this you follow these steps:

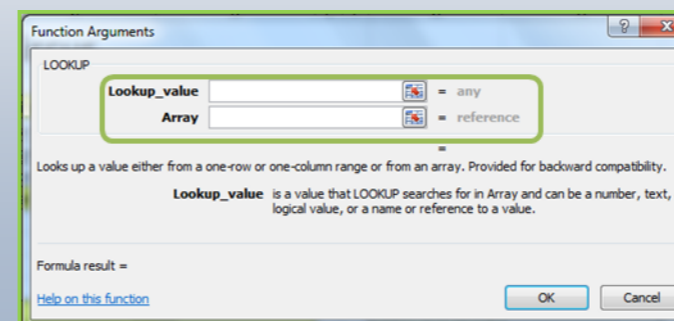
1. Highlight the range of cells you want to attach the drop down menu to.
2. Go to 'Data > Data validation'
3. Choose 'list' from the menu
4. Select the source (A range of cells) and click OK



Skill 4: Lookup function

To do this you follow these steps:

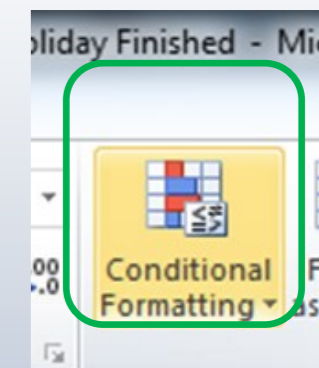
1. Go to 'formulas' > 'Insert function'
2. Choose 'Lookup' > 'Lookup, value, array'
3. Lookup value = the cell containing the drop down menu
4. Array = the range of cells where the price can be found (data sheet)



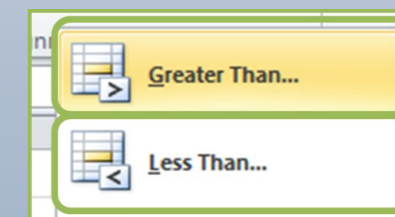
Skill 5: Conditional formatting

To do this you follow these steps:

1. 'Home > Conditional formatting > Highlight cell rules'



2. One option you can use is the less than and greater than format



Challenge cards

Don't forget about the challenge cards.

Once you have complete your task choose from the following challenges:

- IF statement
- Absolute cell reference



You can find the challenge cards in:

'Classwork\I.C.T\KS3\Year 9 \Spreadsheet\Challenge cards'