

## ICT: Using a Spreadsheet

**Name:** \_\_\_\_\_.

**Learning intentions:** To be able to enter data into cells; to understand spreadsheet vocabulary; to begin to use formulae to add cells.

**We will know we have achieved this when:** We have a spreadsheet complete with data in, and use this data to create a graph (and use a formula in a cell to work out a total for us).

**Key vocabulary:** Spreadsheet, Cell, Worksheet, Formula, SUM, Data, Graph, Pie Chart.

Task to reinforce Learning Intentions. (Linking Geography to ICT).

1. Log in and click on **Windows**.
2. Open a spreadsheet page (a worksheet) in Softease - **select START, SOFTEASE, SPREADSHEET.**
3. Enter the following information based on our geography traffic survey:

<b>Form of Traffic</b>	<b>Frequency</b>
Car	29
Van/Bus	11
Motorcycle	18
Bike	8
HGV/LGV	3
TOTAL	

### Extension:

Use the data to make a **graph**. Try a **pie chart** as well. Save them in your user accounts.

Which is best for this type of data? \_\_\_\_\_

Why? \_\_\_\_\_

### Extra Challenge:

Create a formula to make the spreadsheet work out the total for you in the correct cell.

What is the **formula**? \_\_\_\_\_

What is the total? \_\_\_\_\_

### Plenary:

Review the Key Vocabulary. Which do you know? Do you feel you have achieved the learning intentions?