

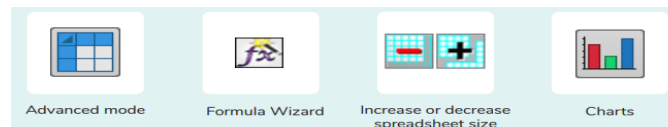


How can spreadsheets be helpful?

Word	Definition
Formula	An instruction to perform a mathematical equation from
Line Graph	A type of chart used to show information over time using straight lines
Shortcut	A combination of keys pressed to perform a specific outcome
Efficient	Functioning in the best possible manner with the least waste of



We are going to be using keyboard shortcuts to help us to be more efficient.



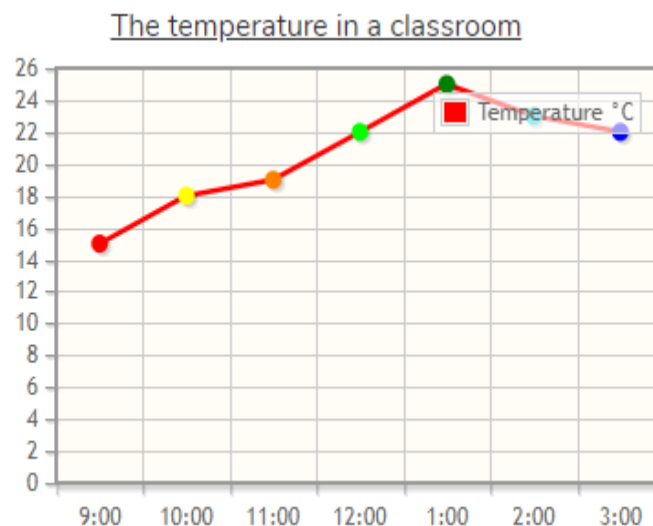
Here are some buttons that we will use to help our spreadsheet be more helpful.

Class 4J Playground temperature record

Time	Temperature (°C)
9:00	15
10:00	18
11:00	19
12:00	22
13:00	25
14:00	23
15:00	22

Here is a set of data that we can input into a spreadsheet. Why might this be helpful? What can use this data for?

Which axis would represent the time and which would represent the temperature? Is there a way that we could use the data to check?



Budget: A budget is a set amount of money that someone has to spend on something. For example a £100 budget for buying everything for a party.



What else could you use a spreadsheet to help you to do? When would you need to use it?