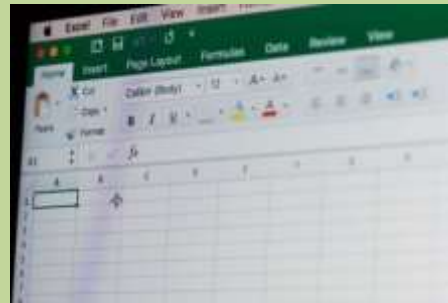


Personal Development: The real life knowledge that links is: How technology has changed culture
The jobs it can be used in are:
Finance, self-employed businessperson



What I have learnt before:

Databases

Inputting data

Forever Facts

The SUM function can add cells together

Automatic recalculation saves time when editing

Graphs are an effective way of presenting information

Skills

I can enter formulae into cells

I can organise information and save in appropriate ways

I can produce a graph to present data

I understand that poor input equals unreliable results

I can edit data and discuss the effect on results

Exciting Books



Our Endpoint

To use a spreadsheet for a purpose

Subject Specific Vocabulary

spreadsheet	A computer program that displays numerical data in cells
row	A horizontal line of cells
column	A vertical line of cells
formula	A rule expressed in symbols, numbers or letters
format	The way in which something is presented
function	A basic operation of a computer
ascending	Moving up
descending	Moving down
insert	Place something inside something
average	To calculate the average of a group by adding each number and dividing by how many in total

