Topic 2 – I am a data analyst

Lesson 1- Introduction to spreadsheets

Cell references – On a spreadsheet you have a gridded worksheet the columns has a letter and the row a number the cell selected will have a cell reference e.g. B2
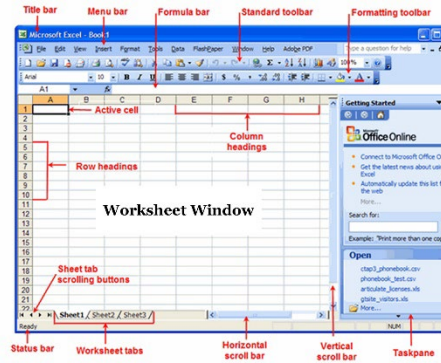

Product – This is the product a company sells

Price – The amount it is sold for

Unit sales – How many they sell

**Sales revenue** – How much money they make price x unit sales

User Interface of Spreadsheet Program

Lesson 2 Spreadsheet model

- Spreadsheets are used to model financial data and look at different things that could happen so for example if sold 20 at 1.75 would make and is sold 15 at 2.25 would make

- Formulas always start with **=**

- ***** is the symbol for multiplication

- **/** is the symbol for divide

- **=sum ()** this adds all the selected cells together

- **Auto sum** also add cells together
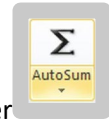
Lesson 3 and 4 Formatting spreadsheets

Formatting a spreadsheet is changing the look of the information so it is easier to read and interpret. There are lots of ways this can be done.

- Font Size
- Colour of text
- Colour of cell
- Bold Italic Underline
- Boarders
- Text alignment
- Merge cells

Lesson 5 Graphs

https://www.youtube.com/watch?v=_Wu7jYTr1Pk&source_ve_path=OTY3MTQ&feature=emb_imp_woyt

To create a graph in excel you need to select the data that you want to create a graph on, select insert, then charts then select the chart.

You can edit the chart by adding a title changing the colour and adding headings.

Questions

What is meant by cell reference?

How would you change the colour of the text?

How would you change the colours of the cell?

What formula would you use to add cells A1:G10?

What formula would you use to multiply a1 by g1?