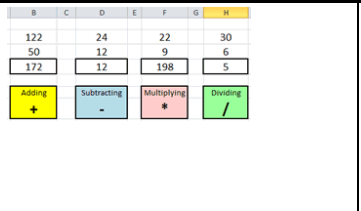
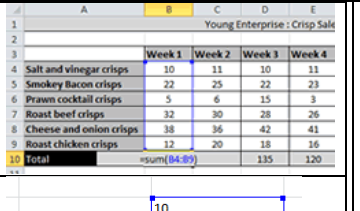
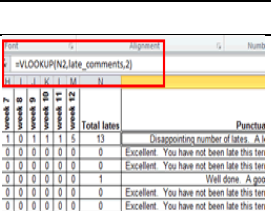
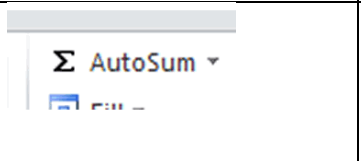
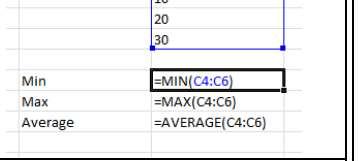
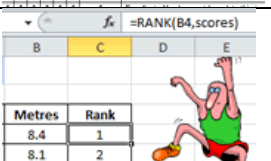
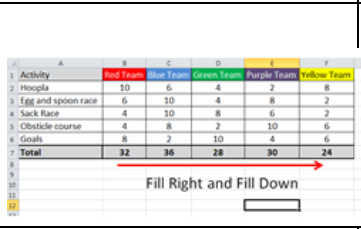
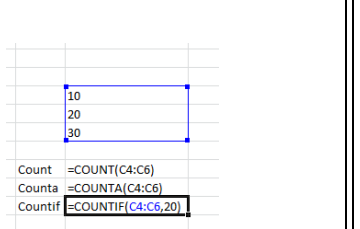

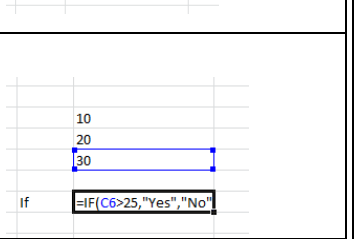


# Excel Formulas & Functions

Simple Formulas	Basic Functions	More Complex Functions
<p><b>ADD, SUBTRACT, DIVIDE, MULTIPLY</b></p> <p>To be used when typing your own formulas –</p> <p><b>Formulas always start with an =</b></p> 	<p>Use the <b>SUM</b> function instead of the Autosum for more control</p> 	<p><b>VLOOKUP</b> – To be used when you want to search for a certain value within a range of cells</p> 
<p><b>AUTOSUM</b> – To be used when adding up a column or a row</p> 	<p>Using</p> <p><b>MIN</b> (smallest)  <b>MAX</b> (largest)  <b>AVERAGE</b> (Average)</p> 	<p><b>RANK</b> – To be used to put data into order eg. Highest scoring to lowest scoring</p> 
<p><b>FILL RIGHT</b> or <b>FILL DOWN</b> – Copies a formula either across a row or down a column</p> 	<p><b>COUNT</b> – Counts cells that contain numbers  <b>COUNTA</b> – Counts any cells that have something in them  <b>COUNTIF</b> – counts cells if they meet a certain criteria</p> 	
<p><b>Fill Series</b> – allows you to complete a list in sequence using the fill series tool</p> 	<p><b>IF STATEMENTS</b> – allows you to check if a cell contains a certain number and then return a value</p> 	
<p><b>Keywords and definitions</b></p>	<p><b>Keywords and definitions</b></p>	<p><b>Keywords and definitions</b></p>
<p><b>Subtract</b> – take one number away from another  <b>Sum</b> – add up a range of numbers  <b>Fill Series</b> – a command that lets you fill data in to your spreadsheet cells, that is based on a pattern you establish. For example, you can use this command to continue a series of numbers, text combinations, or dates.</p>	<p>&gt; (Greater Than)          &lt; (Less Than)          = (Is equal to)          &gt;= (Is greater than or equal to)          &lt;= (Is less than or equal to)</p>	<p><b>Rank</b> – put something in order of the highest to lowest (achievement) like a football league.  <b>VLOOKUP</b> – stands for vertical lookup. Using VLOOKUP is similar to looking up a person's name in a telephone book to get a telephone number. You look at their name in one column and when you find it you run your finger across in the same row but next column to find their number.</p>
<p>Complete the two tasks on simple formulas on ICT Wand</p>	<p>Complete ONE of the challenges for using Formulae and Functions</p>	<p>Complete tasks 8 &amp; 9 for wider use of functions</p>
<p>Action completed</p>	<p>Action completed</p>	<p>Action completed</p>

Layout & Appearance	Printing	
		<b>D.I.R.T</b>
<p><b>CHOOSING THE CORRECT NUMBER FORMAT:</b> when should you choose Text, Number or Currency, (decimal places, currency symbol, negative numbers)</p> <p><b>MERGING CELLS:</b> merge cells to highlight and centre headings to make your data easier to interpret</p> <p><b>CONDITIONAL FORMATTING:</b> Using the conditional formatting tool to colour cells that meet specific criteria and help identify key information</p> <p><b>NAMING WORKSHEETS:</b> Worksheet names should be meaningful</p> <p><b>COLUMN WIDTHS AND ROW HEIGHTS:</b> Adjust columns and rows to ensure appropriate layout of your spreadsheet</p> <p><b>HIDING COLUMNS AND ROWS:</b> Hide columns and rows when that data is not needed to ensure that the key data is the focus</p>	<p><b>PRINT LANDSCAPE AND PORTRAIT:</b> Choose the correct orientation for your document depending on amount of data</p> <p><b>SELECTING A SPECIFIC PRINT AREA:</b> Using appropriate tools select only the area that you need to print rather than the whole spreadsheet</p> <p><b>PRINTING ROW AND COLUMN HEADINGS:</b> Using the appropriate tools to ensure that headings are printed throughout the document if it spreads over more than one page.</p> <p><b>FIT DOCUMENT TO ONE PAGE:</b> Use the scale to fit tool when appropriate ensuring that it doesn't make the spreadsheet illegible.</p>	
<b>Keywords and definitions</b>	<b>Keywords and definitions</b>	
<p><b>Currency</b> – a specific kind of money</p> <p><b>Merging</b> – turning several cells into one cell</p> <p><b>Worksheet</b> – Excel has lots of worksheets inside each workbook. A worksheet is where you type your data and formulas</p> <p><b>Conditional:</b> Something <b>conditional</b> is dependent on other factors such as the value of a cell.</p> <p><b>Columns</b> – Go up and down like the columns in the entrance to a building</p> <p><b>Rows</b> – go from right to left</p>	<p><b>Landscape</b> – paper is wider than it is tall</p> <p><b>Portrait</b> – paper is taller than it is wide</p> <p><b>Specific</b> – definite or exact</p>	
<p>Create a spreadsheet and use callouts to show you demonstrating these skills. Print it out and put it in your folder</p>	<p>Create a spreadsheet and use callouts to show you demonstrating these skills. Print it out and put it in your folder</p>	
Action completed	Action completed	