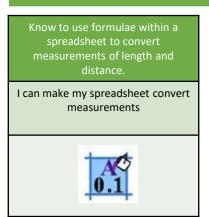
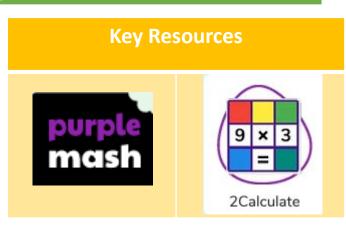
GGA- Autumn Computing Knowledge Organiser for Year Five 5.3 Spreadsheets

Vocabulary	
Columns	Boxes running vertically in a spreadsheet.
Rows	Boxes running horizontally in a spreadsheet.
Formula	A group of letters, numbers, or other symbols which represents a scientific or mathematical rule. The plural of formula is formulae.
Totalling tool	Adds up the value of every cell above it, next to it or diagonal to it according to which total tool is selected.
Data	A collection of information, especially facts or numbers, obtained by observation, questions or measurement to be analysed and used to help decision-making
Format	The way that text looks. Formatting cells is helpful for interpreting a cell's contents for example you might want to format a cell to show a fraction e.g. 4 ½ or include units such as £ or \$.
Formula Bar	An area of the spreadsheet into which formulae can be entered using the '=' sign to open the fomula.

Skills that I am going to learn.



Know how to use a spreadsheet to model a reallife problem. I can solve a real life problem using spreadsheet



Know how to use the count tool to answer hypotheses about common letters in use. I can reveal how many of a given letter there is in my spreadsheet using the count tool 000

Key Questions

How would you add a formula so that the cell shows the product of two other cells?

What would you use in 2Calculate to have a cell that automatically calculates the number of days since a certain date?

Explain what a spreadsheet model of a real-life situation is and what it can be used for?

Why are we learning this?

To be able to collect and present and analyse data

Why is this important?

It is a way for us to understand the information we have gathered

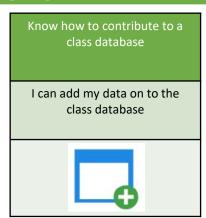
GGA- Autumn Computing Knowledge Organiser for Year Five Databases 5.4

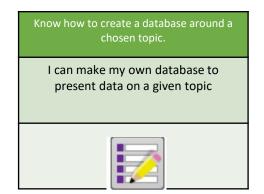
Vocabulary A set of data that can be held in a computer in a format Database that can be searched and sorted for information A way of producing a written paragraph that incorporates **Database Report** the data from the fields and records of the database. The study and manipulation of data, including ways to **Statistics** gather, review, analyse, and draw conclusions from data. Produced by, or involving, two or more parties working Collaborative together. A heading in a database record against which information Field is entered. Putting similar pieces of information together in a Group database so it is easy to read, understand and interpret. An icon or figure representing a person in a video game, Avatar Internet forum, etc.

Skills that I am going to learn.

Know how to search for information in a database.

I can find given information within the database





Why are we learning this? To be able to interpret data in different formats Why is this important? It is a way for us to be able to understand how to collect, sort and interpret data

Key Questions

What is a database?

Why is the collaborative feature important?

In what ways can I sort information in a database?

Key Resources



Open, close or share a file



Design a new database



Add a record to the database



Find information in the database



Sort, group and arrange information



Statistics and reports



Represent the information as a chart



Table view of records