

Key vocabulary

cell	the spaces where information is shown in Sheets
select	click and highlight cells
sum	total
function	a calculation already programmed within the Google Sheets software (e.g. SUM, AVERAGE)
Chart	Table, graph or diagram

We are building our knowledge from Google Sheets in Year 5

Key knowledge

Cells are labelled using letters and numbers

	1	2
A	A1	A2
B	B1	B2

Cells can be formatted to present information clearly and attractively. Select cells by clicking one cell, holding CTRL and clicking the other cells you want to select

This information can be used to create charts and graphs:

