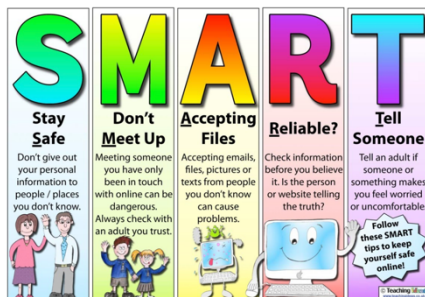


Key vocabulary

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)

online safety



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

Spreadsheets allow you to carry out calculations quickly

Any numbers in a spreadsheet can be added using the SUM function. This information can be presented in another cell.

