

# How can we present data in different ways?

Office Y4

## Key learning

- Create a simple table using data on Numbers
- Change the format of a cell including using different data e.g. money and pop-up menu Use the data to create a range of different graphs and charts, choosing the most appropriate for the data.
- Use basic formula to enter data including SUM, MAX and MIN
- Use Autofill Cells to fill down a formula to put it in multiple cells.

Communicate a range of different ideas clearly, using different digital tools in a chosen programme

Integrate a range of appropriate media combining text and graphics, including hyperlinks

- Use collaborative technologies work with others
- Explore local and global issues



## Key vocabulary

autofill	To fill in more cells automatically with the same formula
categories	Different groups of data in Numbers
cell	The boxes used in Numbers to store information
form	A way to easily input data into Numbers
formula	A way to automatically perform calculations in Numbers
sheet	The page you are working on in Numbers
SUM	Adding up numbers in different cells

To move the formula editor, drag from here.

As you click cells and type values, your formula appears here.

## Office - Our Learning Journey

### Year 1

- Creating and saving new documents
- Adding pictures and text
- Formatting text in a range of ways
- Inserting different objects and formatting them

### Year 2

- Adding, deleting and moving slides on Keynote
- Formatting slide layout and background
- Adding transitions to slides

### Year 3

- Using animations for objects in Keynote
- Adding videos to slides
- Formatting videos to play across multiple slides
- Using themes

### Year 4

- Creating a simple table and graph in Numbers
- Using basic formula including SUM, MAX and MIN
- Using autofill cells to put a formula in multiple cells

### Year 6

- Explore different cell formats in Numbers
- Using formula including IF, AND, OR and NOT
- Use COUNTIF to find which cells return a certain condition

