

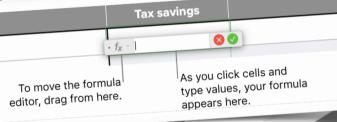
## How can we present data in different ways?



# 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.







### Key vocabu<u>lary</u>

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





## Office - Our Learning Journey

#### Year I

- 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
- Using formula including IF, AND, OR and NOT
- Use COUNTIF to find which cells return a certain condition

