Year 5
Data Handling
Information Technology

Key Words

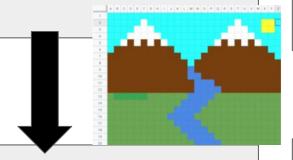|	
Spreadsheet	A piece of software that helps us organise data, such as a league table, financial records or school register.
Cell	The spreadsheet is divided into rectangles called cells, where the data is added (numbers or text). The cells can be resized.
Formula	Add a calculation to a cell to perform an action, such as adding up the totals of different cells. This will work automatically and save time.
Database	Data can also be organised into a database. This makes it easier to find specific information, such as patient information at a hosptial.
Record	A database is divided into records. For example, in a hospital, each patient will have a record with their name, address etc.
Field	Not a hay field!! Within the record are fields, dividing up the different types of data. In a hospital database, each patient record includes different fields for name, address, date of birth etc. We can search a record to find the different fields within it.
Sort	When searching a database, we can sort the records into ascending (lowest to highest) or descending (highest to lowest) or alphabetical order etc to help find the record we are looking for.

What do I already know?

- Know how to change appearance of cells in a spreadsheet (fill colour and border) then add and align text.
- Know how to Find and add data to a spreadsheet, resize cells and use the software to create a suitable chart with a title.

Our Learning Steps:

1. Cells
Know how to select and use non-adjacent cells plus resize multiple cell widths and copy/paste cells.
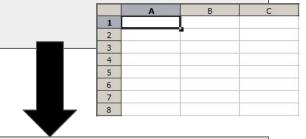

2. Data
Know how to find data and create a spreadsheet to suit it.

3. Formulae
Know how to use formulae to find totals, averages and maximum/minimum numbers.

4. Databases
Know how to search a database for specific information.