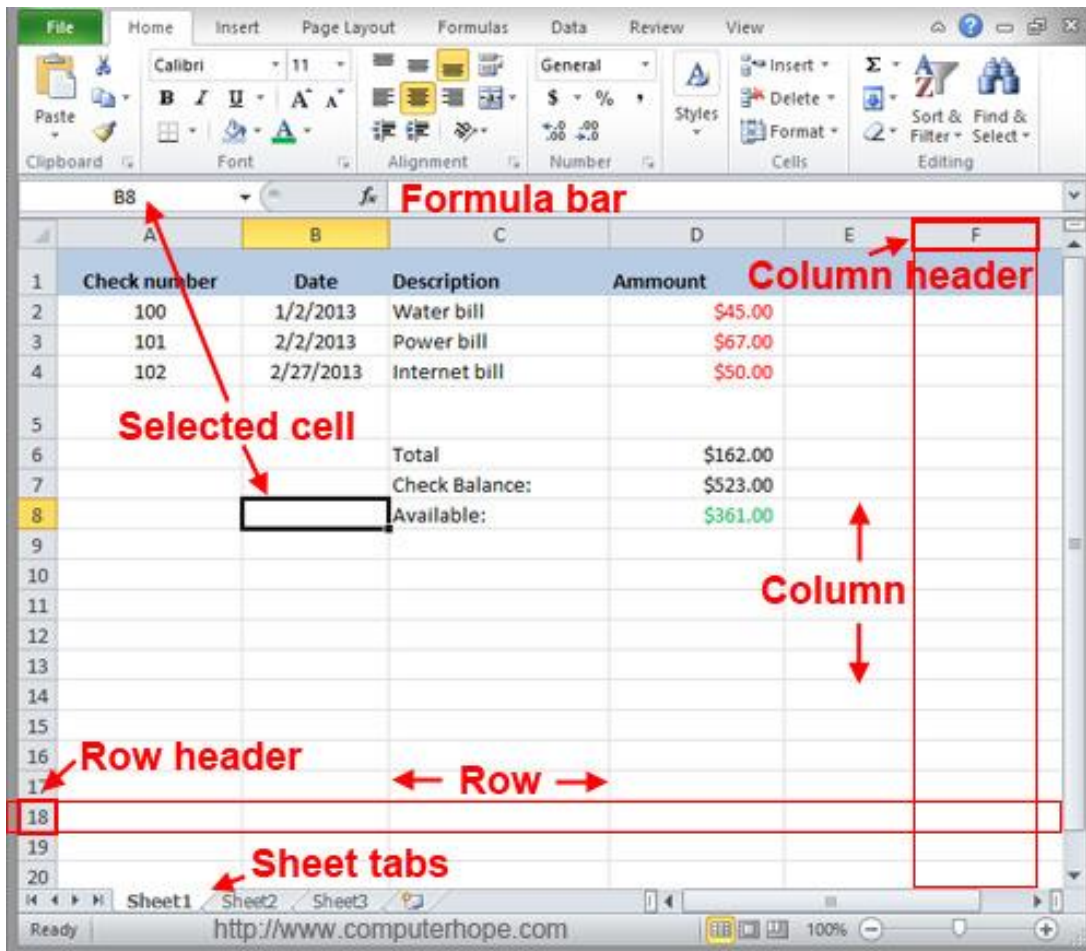


What I should already know

How to:

- Explore a record database to find out information
- Understand that information can be stored and shared on the Internet
- Draw conclusions from information stored in a database, table or chart
- Present data in a number of different ways to convey information

Important Diagrams



Key Vocabulary

chart	a sheet of information in the form of a table, graph, or diagram
data	facts and statistics collected together for reference or analysis.
database	a structured set of data held in a computer, especially one that is accessible in various ways
Excel	A program created by Microsoft that allows you to analyse data.
formula	a mathematical relationship or rule expressed in symbols
infographic	a visual representation of information or data, e.g. as a chart or diagram.
information	facts provided or learned about something or someone
personal information	recorded information about an identifiable individual that may include his or her name, address, email address, phone... etc
spreadsheet	an electronic document in which data is arranged in the rows and columns of a grid and can be manipulated and used in calculations.

Key formulae

How to add	=a1+b2
How to add many numbers	=sum (a1 : f1)
How to subtract	=a1-b2
How to multiply	=a1*b2
How to divide	A1/b2
How to work out the mean	=AVERAGE (C2 : C8)
How to work out the median	=MEDIAN (C2 : C8)
How to work out the mode	=MODE (C2 : C8)

