



Keywords

Cells
Rows
Columns
Workbook
Worksheet
Reference
Formula
Function
Data Set
Data
Information

You should take to the time to learn what each of these terms mean

Find out what each of the functions do as well

You will need to know these!

Key Functions

MAX
MIN
AVERAGE
SUM
COUNT
COUNTIF
COUNTA
IF
VLOOKUP

Extra Challenge

Top Trumps is a card game that uses data and information about certain characters in order to play them off against each other—you should look up the rules if you do not know them.

Why not create your own version of Top Trumps using Spreadsheet software. You can choose your own theme, but it must be in keeping with the School's Values.

You should have: an image of the character, a name for the character, and 4 attributes. You should then assign data to each of the attributes. You should aim to create a deck of around 30 cards.

Extension

You could look to add macros to make the game playable by randomly choosing a card and attribute, then comparing them. The score can be stored in a separate scores worksheet.



Excel & Google Sheets Tutorials

Top Tips

Data and Information are not the same! Data refers to the actual values, i.e. 2.5 & "Badgers". Information is where data is given meaning. i.e. The height is 2.5m, or, Badgers are woodland creatures