

Grade 6 Review: Analysing data

You know how to do simple calculations, use formulas and create a column chart. But spreadsheet programs can do more than that and can make complex calculations look easy. Does your math teacher and all those difficult formulas come to mind? Well, guess what! It's time to make things simple.

When you do calculations, you do them from left to right.

The four basic calculations and their symbols in Microsoft Excel are:

+ for addition

- for subtraction

* for multiplication for division

When you do calculations, you need to follow a certain sequence. First, you do the calculations inside the parentheses, then you do the multiplication and division and finally the addition and subtraction.

- Let's try to solve $5*2+12-3/2+20=$

To calculate an expression:

- Open Microsoft Excel.
- Click cell A1.0
- Type $=5*2+12-3/2+20.2$
- Press Enter
- The result should be 40.5

Let's try another one:

- Click cell A2. 0
- Type $=(5+6-2)/3+(7-8+3)-(2+3+1)*2.$ @
- Press Enter
- The result should be -7.

To work with more complex calculations, you need to know basic mathematical rules.

Geometry was invented by the ancient Greeks and it literally means the measurement of the Earth. Algebra was invented by the Arabs and it means the reunion of broken parts.

Now, let's work with numbers in cells. You and your friends are collecting tokens. You've each won 5 tokens, but your team won, so you can double your tokens. Let's see who has the most.

To calculate the total: > Create the table.

- Click cell E4. Type $= (B4 + C4) * D4$.
- Press. Enter.
- Use the AutoFill tool to copy the formula to the other cells.

Microsoft Excel will take care of all the calculations, but you need to know where to use parentheses. To do addition before multiplication, put them in parentheses.

1. Remember that Autofill tool replicates not only the formula, but also the format of a cell.
 2. Percentages and powers are difficult and can be a little annoying. Make your life easier with these symbols:
- >To get % for percentage, press Shift +5
 - >To get for power, press Shift +6

Let's see an example:

- Open a new spreadsheet.
- Click cell A1.
- Type $= 10 * 25\%$.
- The result should be 2.5.
- Click cell A2.
- Type $= 5^2$.
- The result should be 25.

Functions

Microsoft Excel has hundreds of formulas and functions. Some of them are for numbers and some for text and dates. The COUNT function returns the number of the cells that contain numbers.

To use COUNT:

- Click the cell where you want to display the result.
- On the Home tab, in the Editing group, click the small arrow next to Σ .
- Click Count Numbers.
- Select the cells you want to count, for example A1 to E9.3
- Press Enter
- In this table, there are 24 cells containing numbers.

You will usually combine the COUNT function with other functions.

Today

TODAY is a function that returns the computer's date. It's a function that takes no arguments, which means you can't add or change any information in it.

To use TODAY:

- Click the cell where you want to display the date.
- On the Home tab, in the Editing group, click the small arrow next to Σ .
- Click More Functions.
- The Insert Function window will appear.
- In the or select a category list, click Date & Time.
- In Select a function click TODAY.
- Click OK.
- The Function Arguments windows will appear. Remember that TODAY takes no arguments.
- Click OK.
- The date of your system will be displayed in the cell.

Every time you open your file, the cell with "today's" date will be automatically updated.

Now

Now is identical with today, except it returns the time as well as the date of your system. You follow the same steps, but instead of TODAY you choose NOW.

Keep in mind that in some countries, the date is displayed differently. Sometimes you may see it like this: 12/06/2021 or like this 06/12/2021. So don't worry if you see any differences.

You work too much! Stand up, stretch a little bit and take a 5-minute break to get some fresh air.

CONCAT

Yes, you can add or multiply numbers. But what can you do with text? Use the CONCAT function to combine two or more text cells. For example, if you have a column with names and a column with last names, you can combine them into a full name.

To use CONCAT:

- Add a column for last names and a column for full names.
- Click cell C4. @
- On the Home tab, in the Editing group, click the small arrow next to Σ .
- Click More Functions.
- The Insert Function window will appear.
- In the or select a category: list, click Text.
- In the Select a function list, click CONCAT.
- Click OK.
- The Function Arguments window will appear.
- In the Text1 box, type A4, in the Text2 box, type " ", which will add a space between the name and the last name and in Text3 box, type B4.
- Click OK.
- The two text cells have been combined
- Use the Autofill tool to complete the rest.

LEN

LEN returns the number of characters in a text cell. Let's say someone asks you how many letters your name has. An easy way to find it is to use LEN.

To use LEN:

- Add a new column.
- In the Insert Function window, in the Text list, click LEN.
- In the Functions Arguments window, in the Text box, type C4.
- Click OK.
- The number of characters will appear Use the Autofill tool to complete the rest.

