

Computing

# Lesson 4: Becoming a Data Master

**Spreadsheets**

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*Materials from the Teach Computing Curriculum created by the National Centre for Computing Education*



# Example of a SUM function

SUM can be used to quickly add lots of numbers together in a row or column.

**=SUM(D4:D11)**

- Notice at the top the formula bar shows your formula.

	A	B	C	D
1				
2				
3				
4				1
5				2
6				2
7				2
8				2
9				1
10				3
11				2
12			TOTAL (SUM)	3

Credit: Google Sheets screenshot: Halima Bhayat



# Example of a MAX

A MAX formula works out the largest value from those you select.

**=MAX(D4:D11)**

	A	B	C	D
1				
2				
3				
4				1
5				2
6				3
7				4
8				1
9				2
10				3
11				4
12		MAX		? =MAX(D4:D11)
13				

Credit: Google Sheets screenshot: Halima Bhayat



# Example of a MIN

A MIN formula works out the smallest value from those you select.

**=MIN(D4:D11)**

	A	B	C	D
1				
2				
3				
4				1
5				2
6				3
7				4
8				1
9				2
10				3
11				4
12		MIN		? =MIN(D4:D11)

Credit: Google Sheets screenshot: Halima Bhayat



# Example of a COUNTA

A COUNTA formula works out the non blank values in a cell.

**=COUNTA(D4:D11)**

	A	B	C	D	
1					
2					
3					
4				1	2
5				2	2
6				3	2
7				4	2
8				1	3
9				2	3
10				3	3
11				4	3
12		COUNTA		?	=COUNTA(D4:D11)
13					

Credit: Google Sheets screenshot: Halima Bhayat



# Task 1 Analysing a cake recipe

	A	B	C	D	E	F	G	H	I	J	K	L
1	Ingredient	Measurements	Quantity	Two times	Three times	Half (divide by two)	Ingredient	Measurements	Quantity	Two times	Three times	Half (divide by two)
2	<b>Chocolate chip muffins</b>						<b>Cupcakes</b>					
3	Eggs		2	4	6	1	Self-raising flour	g	125	250	375	62.5
4	Vegetable oil	ml	125	250	375	62.5	Margarine	g	125	250	375	62.5
5	Semi-skimmed milk	ml	250	500	750	125	Caster sugar	g	125	250	375	62.5
6	Caster sugar	g	250	500	750	125	Eggs		2	4	6	1
7	Flour	g	400	800	1200	200	Butter	g	125	250	375	62.5
8	Baking powder	tsp	3	6	9	1.5	Icing sugar	g	225	450	675	112.5
9	Salt	tsp	1	2	3	0.5		TOTAL (SUM)				
10	Chocolate chips	g	100	200	300	50		MAX				
11			COUNTA					MIN				
12	<b>Blueberry muffins</b>						<b>Dair-free chocolate cupcakes</b>					
13	Flour	g	275	550	825	137.5	Self-raising flour	g	150	300	450	75
14	Baking powder	tsp	2	4			Cocoa powder	g	30	60	90	15
15	Caster sugar	g	125	250			Caster sugar	g	175	350	525	87.5
16	Butter, melted	g	75	150			Dairy-free marg	g	175	350	525	87.5
17	Eggs, beaten		2	4			Eggs		3	6	9	1.5
18	Milk	ml	300	600			Vanilla extract	tsp	0.33	0.66	0.99	0.165
19	Blueberries	g	125	250			Dairy-free dark	g	75	150	225	37.5
20			TOTAL (SUM)					MAX				
21			COUNTA					MIN				
22												

Credit: Google Sheets screenshot: Halima Bhayat



# Analysing a cake recipe

- Open your cake recipes spreadsheet from Lesson 2.
- Viewing the spreadsheet image provided make use of a SUM, COUNTA, MIN and MAX functions. The cells that need to make use of the function have been colour coordinated.
- **SUM** - Green
- **COUNTA** - Yellow
- **MIN** - Blue
- **MAX** - Orange



Source: Pixabay



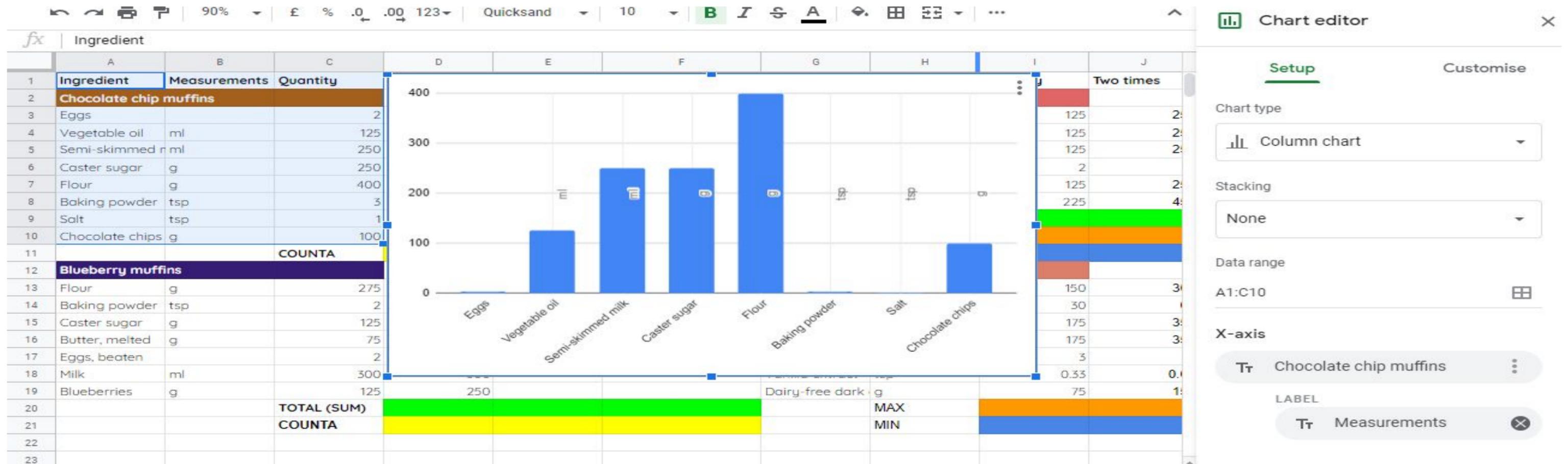
# Pause the video to complete your task



Resume once you're finished



# Task 2 Creating a Chart

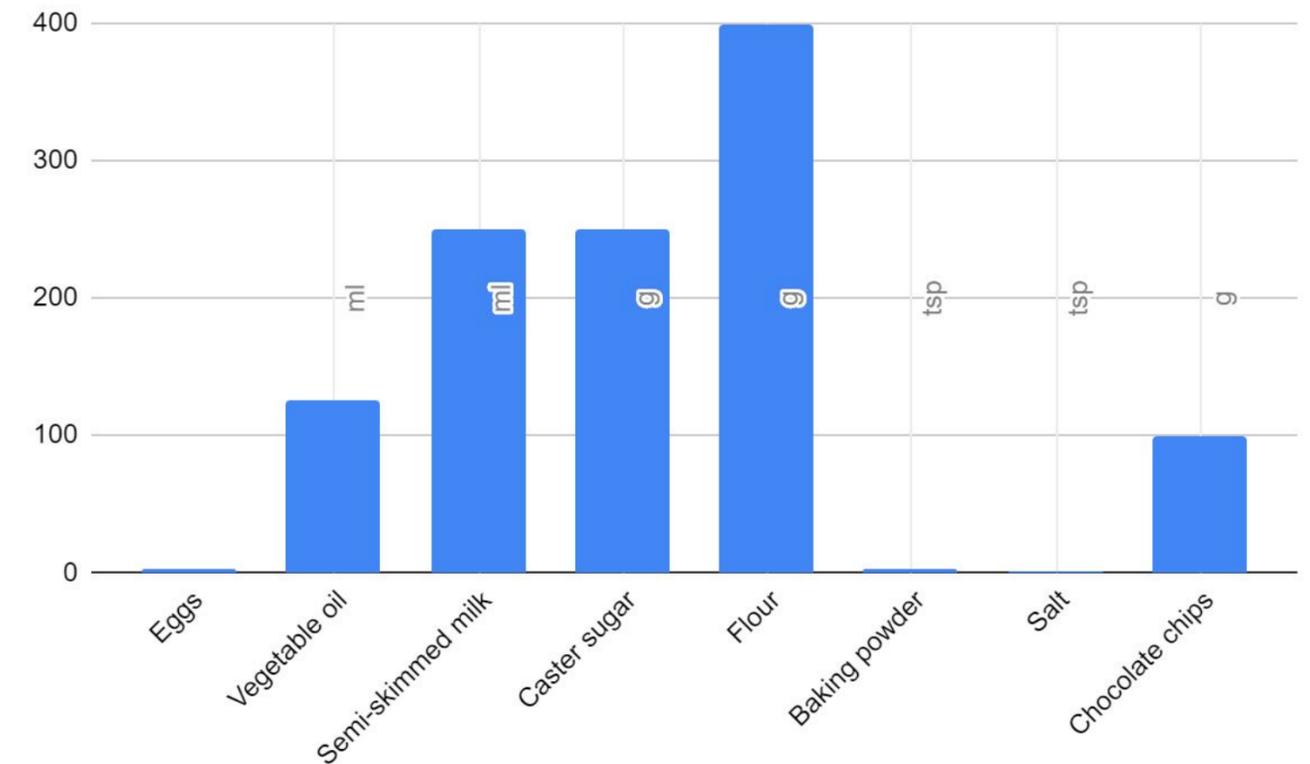


Credit: Google Sheets screenshot: Halima Bhayat



# Creating a Chart

- Highlight one cake recipe of your choice as seen in the spreadsheet image provided.
- You only need need to highlight the measurements and Quantities.
- Go to Inset chart and select a bar chart.
- By using the customise tool you can change the way the chart looks.
- Which ingredient has the highest quantity?



Credit: Google Sheets screenshot: Halima Bhayat



# Pause the video to complete your task



Resume once you're finished

