



# **Information Technology (Year 8)**

Date Due: 09.01.2020

	My child has completed this workbook to the best of their ability.
Name:	Signed
Form:	Parent / Guardian Comments:
Class Teacher:	

1.	What is a	cell?
2.	What is a	n <b>Active cell</b> ?
3.	What are	e the rows and columns labelled as?
	Rows:	
	Columns	:
4.		ht it be important to colour code different cells? Such mber and Green?
	-	
	-	

**Task 1:** Answer the questions given below relating to spreadsheets.

Below are **two** questions. Draw an appropriate **Graph/ Chart** in the spaces given dependant on what the questions is asking.

The four graphs/ charts we have covered has also been listed to help

Discrete Bar	Continuous Bar	Line Graph	Pie Chart
Chart	Chart		

	Stephenso	on: 121	Brinley: 13	38 <b>Telfo</b> rd	<b>d:</b> 126
2. Number (	of Visitors in	school in	a day		
<b>9am:</b> 2	<b>11</b> am: 1	<b>1pm:</b> 4	3pm:	5 <b>5pm</b> :	0

the correct symbols to the que	stion:
What must every formula begin with?	
What is the symbol to multiply?	
What is the symbol to divide?	
What is the correct symbol to add?	
What is the correct symbol to divide?	
4. Now complete the table below Writing the correct function wo	•
What is the correct function to add multiple cells together at once?	
What is the correct function to find the average of multiple numbers?	
What is the correct function to find out the maximum value in a group of numbers?	
What is the correct function to find the minimum value in a group of numbers?	

3. Complete the table below about spreadsheet symbols, writing

**Task:** Research on the internet how the professions below use spreadsheet software. Pick two and write down in the box below

how it is used by them.

#### **Professions:**

- Accountant
- Teacher
- Bank manager
- Fast food restaurant
- Football club

A good answer: Will consider colours and table boarders

A better answer: would include how currency, graphs/ charts are used

The best answers: would include information about how conditional formatting could be used

## Make sure to include it and explain why!

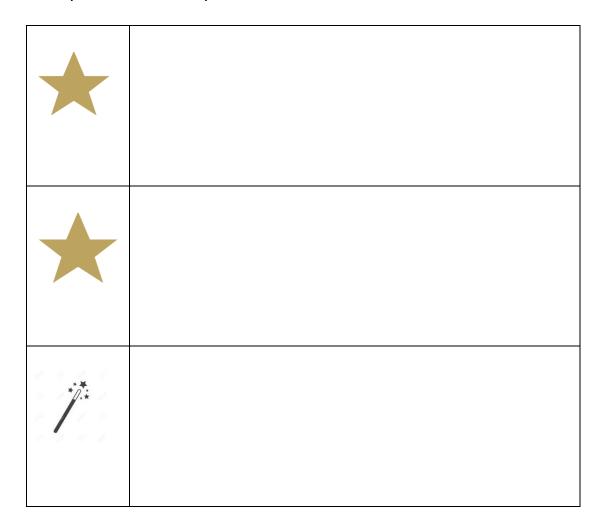

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## **Task 2:** The questions on this page will relate to E-Safety

1. List 3 Social Media Platforms:
a
b
c
2. People can find out a lot about you through social media. Explain 2 ways to keep your information on social media safe.
3. Someone randomly adds you as a friend on Snapchat. What should you do?

## **Plenary Page:**

Write down in the box below your two stars (what you have done well) and a wish (what you think you could do better) when reflecting on the work you have done in your booklet



### What you should have learnt:

- How to complete mathematical functions in a spreadsheet
- How to select the correct types of graphs and charts
- How spreadsheets are used in different areas of business
- How to format data within a spreadsheet
- What social media is
- How to stay alert and safe online
- How to identify and act upon cyber bullying

Use this page to add any information to any questions you ran out of room for.

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