Functions can be typed in or added from the insert function button:

- **SUM** (type as '=SUM' followed by the cell range) Adds all the numbers in a range of cells, i.e. =SUM(A2:A11) adds togethers all the numbers in cells A2 to A11.
- **COUNTIF** (type as '=COUNTIF' followed by the cell range, then the criteria Counts a given criteria within a given range, i.e. =COUNTIF(B4:F8,"A") would count the numbers of 'A's in cells B4 to F8
- **AVERAGE** (type as '=AVERAGE' followed by the cell range) Calculates the average value within a given range, i.e. =AVERAGE(K5:K8) would work out the average value of data in cells K5 to K8.

Key stroke shortcuts (an alternative to the right mouse button):

Ctrl + x – Cut selected data
Ctrl + C – Copy the selected data Ctrl + v – Paste copied/cut data Ctrl + a – Select all (entire workbook)
Ctrl + s – Save
Shift + arrow key – selects a single cell at a time in the direction of the arrow key pressed

Useful Links
Office 365 free online https://www.microsoft.com/en-gb/microsoft-365/free-office-online-for_the-web
BBC Bitesize Spreadsheets:
https://www.bbc.co.uk/bitesize/guides/zdydmp3/revision/1
Test yourself: https://www.bbc.co.uk/bitesize/guides/zdydmp3/test

Conditional formatting	Similar to formatting, but using a pre-programmed function to change the appearance based on a condition, e.g. displaying a negative number in red or a positive number in green. Conditional formatting will automatically update the information.
COUNTIF statement	Counts the cells that meet the specified criteria in the defined area.
Data Validation	A control of what type of data can be entered into a specific cell, e.g. making sure that the number entered is valid, that a letter has not been entered in error.
Formatting	Changing the appearance of the spreadsheet to make it more attractive and easier to read. Formatting can relate to changing the font/colours to meet a house style and/or changing the data to make it relevant, such as making the data appear as currency if relevant.
Formula	Tells the spreadsheet what operation to perform, e.g. add together the values in cell A1 to the value in cell A2.
Function	A predefined formula programmed into excel, e.g. COUNTIF
F statement	Checks whether a condition has been met and returns a value, similar to true/false, e.g. IF a score is greater than 50 display 'pass'.