

The Use of Software

Terminology

filter	allows you to view specific rows in an Excel spreadsheet, while hiding the other rows
sort	the process of arranging objects in a certain sequence or sort order according to specific rules
query	used to extract data from the database in a readable format according to the user's request. It is a very powerful tool with lots of applications, but students will only be asked to do three things: group by data values from a given field; count or sum data from a given field; produce a basic join between two data tables.
field	to ensure that data is entered in the same order for each record, headings are added to each column of a table. These column headings are referred to as field names

Formulae

SUM	to calculate the total of a selection of numbers we use the formula SUM(LETTERNUMBER:LETTERNUMBER)
AVERAGE	to calculate the mean of a selection of numbers we use the formula AVERAGE(LETTERNUMBER:LETTERNUMBER)
QUARTILE	to calculate a quartile of a selection of numbers we use the formula QUARTILE (LETTERNUMBER:LETTERNUMBER,QUARTILE) this can be the min value (0) lower quartile (1) median (2) upper quartile (3) or max value (4)
MODE	to calculate the mode of a selection of numbers we use the formula MODE(LETTERNUMBER:LETTERNUMBER)