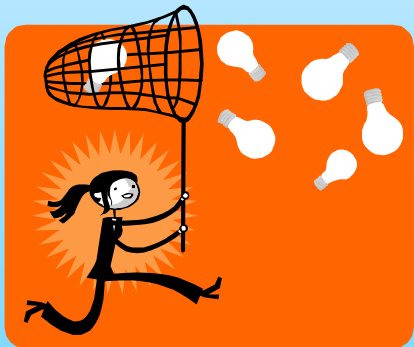


What is a Spreadsheet?

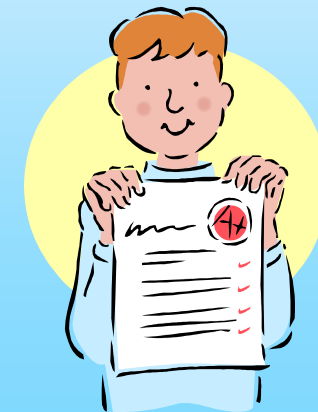
- An IT spreadsheet is a program with rows and columns used for recording and comparing entered data. The most commonly used IT spreadsheet software is Microsoft Excel.
- It is often used to:
 - ✓ Make calculations
 - ✓ Draw charts
 - ✓ Enter information in a methodical way
 - ✓ Sort large amounts of information



What am I going to produce?



You are going to enter some information about planets in a spreadsheet. You will use a graph to display your results.



Activity time!

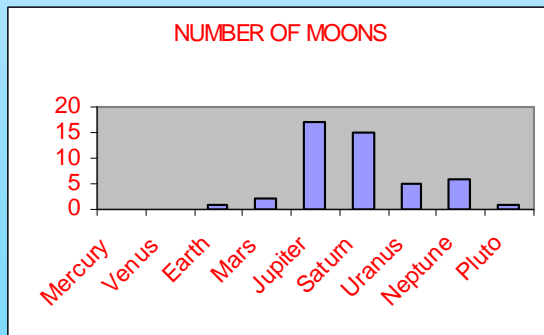
Open a **new** spreadsheet. Copy the following information into the first two columns on your spreadsheet. Make the **columns wide** enough so that you can see all the writing in each cell. **Save** your spreadsheet.

	A	B
1	PLANET	NUMBER OF MOONS
2	Mercury	0
3	Venus	0
4	Earth	1
5	Mars	2
6	Jupiter	17
7	Saturn	15
8	Uranus	5
9	Neptune	6
10	Pluto	1
11		

Extra Activity!

Invent a mnemonic (look it up in the dictionary!) to help you remember the order of the planets.

Highlight the entire database and using **'sort'**, make the spreadsheet list the planets in alphabetical order. Using the **'Sum'** function, work out how many moons all of the planets have in total. What is the average number of moons per planet?



Insert a **bar graph** to show the different number of moons different planets have. **Copy and paste** this table in to a poster about the 9 planets in Word or PowerPoint.