Year 5 – Presentations using Microsoft Excel Knowledge Organiser

|  |
| --- |
| Prior Learning: planning an animation, use a sequence of images to create a short animated sequence, independently take photographs/videos, discuss and evaluate work. |

|  |  |
| --- | --- |
| Facts | Vocabulary |
| **1.  How can I open the Excel application?**  Excel icon PNG, ICO or ICNS | Free vector icons   Go to the search bar and type in ‘excel’. Click on the green symbol to open up the application. | **Excel** - a software program created by Microsoft that uses spreadsheets to organize numbers and data with formulas and functions.  **Pie chart** - a type of graph in which a circle is divided into sectors that each represent a proportion of the whole.  **Data** - facts and statistics collected together for reference or analysis.  **Design** - a decorative pattern. |
| **2. What is a pie chart?**   Pie charts can convert one column or row of spreadsheet data into a pie chart.   * It is another format to represent data. * Each slice of pie (data point) shows the size or percentage of that slice relative to the whole pie. * Pie charts are best to use when you are trying to compare parts of a whole. * Pie charts work best when: You have only one data series. * Unlike bar charts, they don’t show results over time.   Creating Pie of Pie and Bar of Pie charts - Microsoft Excel 2007 | **4. How can I create a pie chart on Microsoft Excel?**   * You must create a table with data in on Excel. * From here, click the ‘insert’ tab and you will see a pie chart symbol. * Click the pie chart button and a variety of pie chart templates will appear. * Choose the pie chart of your preference – the charts can be in 2D or 3D.         **6. How can the colours be changed?**   * Click ‘colour changes’ on the far left. * Options of ‘colourful’ or ‘monochromatic’ can be selected.     **Blue-bot_algorithms** |
| 1. **Who are pie charts useful for?**  * Pie charts are used to show data and represent the results clearly. * Businesses, managers, students, companies using stock markets and those tracking data use pie charts. * An example would be a business showing their market size by showing how much of the market a particular shoe company has.   charts in business |
| 1. **How can I change the design of my pie chart?**  * Click on the ‘design’ tab after choosing the preferred pie chart. * Here the pie chart style can be chosen from the templates. |
| [**https://www.youtube.com/watch?v=ctD-6XNAms8**](https://www.youtube.com/watch?v=ctD-6XNAms8)  [**https://www.youtube.com/watch?v=hElkEzAjd5o**](https://www.youtube.com/watch?v=hElkEzAjd5o)  [**https://www.google.com/search?q=how+to+create+a+pie+chart+on+excel+for+kids&rlz=1C1GCEU\_enGB963GB963&oq=how+to+create+a+pie+chart+on+excel+for+kids&aqs=chrome..69i57.6128j0j4&sourceid=chrome&ie=UTF-8#kpvalbx=\_J8tVYYjDJ6eZjLsPg5CquAo18**](https://www.google.com/search?q=how+to+create+a+pie+chart+on+excel+for+kids&rlz=1C1GCEU_enGB963GB963&oq=how+to+create+a+pie+chart+on+excel+for+kids&aqs=chrome..69i57.6128j0j4&sourceid=chrome&ie=UTF-8#kpvalbx=_J8tVYYjDJ6eZjLsPg5CquAo18) |