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) |