



Data Detectives Knowledge Organiser



? What are we learning?

Spreadsheets can be massive with hundreds, thousands, sometimes millions of rows of data! Many jobs involve searching a spreadsheet to find a specific piece of data, such as schools searching exam results or police searching for evidence. We can use different tools within spreadsheet software to help find data by filtering out the data we do not need and using conditional formatting to highlight cells a colour.

National Curriculum Content

Select, use and combine a variety of software (including internet services). Collecting, analysing, evaluating and presenting data and information.

Key knowledge

- Use comprehension skills to find clues that match the column headings of a spreadsheet.
- Use spreadsheet tools (filters and conditional formatting) to find the specific data to match the clues and select the best tool for the type of data that is being found.
- Write clues that allow others to search the spreadsheet (extension activity)



Important Vocabulary

Spreadsheet	A piece of software that helps us organise data, such as a league table, financial records or school register.
Cell	The spreadsheet is divided into rectangles called cells, where the data is added (numbers or text). The cells can be resized and are arranged in columns and rows.
Filter	We filter out (remove) the data we do need that does not match what we are looking for. This makes it easier to see the data that is more relevant.
Conditional formatting	This tool highlights the cells with a colour if it matches what we are searching for, making it easier to see the relevant cells. E.g all the cells containing the number 2 could be highlighted red.