

# Year 9 Learn Sheet

## Spreadsheets and Formulas

A formula must always start with this formula: =

**Auto fill**  
A tool which automatically enters previously stored information.

**AutoSum**  
A tool which displays the sum of the selected cells directly below the selected cells.

### Purpose of advertising

To **inform** people and **persuade** them to make a purchase.

### Methods of promotion:

Advertising:  
Moving image – TV, YouTube  
Audio – radio  
Print – magazines and newspapers  
Digital – email/social media  
Ambient - billboards and buses

Supporting students with learning needs:

Front colour and type  
Page colour  
Spacing  
Narrator  
Display settings

Email scams	Text messages	Telephone call
Impersonal email, a legitimate company contacting you should have your name	A link to click on	Requesting personal details from you
Content that expresses a high level of urgency	A telephone number to call	Requesting you to repeat security details
A web link that has been provided and requires you to click on it	A prize of financial reward	
Poor written English, lots of SPAG errors.		

## Formatting a spreadsheet:

Tool icon	Tool name	Brief description
	<b>Bold</b>	Changes the text to be bold, i.e. thicker and more noticeable
	Font	Allows you to change the style/appearance of the text
	Centre align	Moves the text so that it is in the middle of the page, rather than having a margin on the left- or right-hand side of the page
	Text colour	Allows you to change the colour of the text
	Bulleted list	Allows you to create a bullet-pointed list



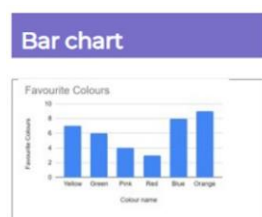
**Target market:** The group of customers you aim your product at



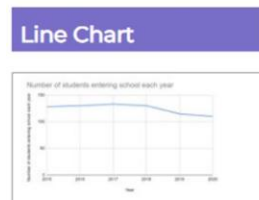
## Types of charts



Useful for displaying data visually.



Useful for comparing data.



Useful for spotting trends over time.

### Costs

A businesses costs can be split into:  
**Start-up:** Paid for once e.g. equipment  
**Running:** ongoing for the enterprise e.g. rent

### Grooming:

Building a false relationship with a young person to exploit them.

### Sexting:

Creating and sharing nudes / partially nude images.

### Cyber bullying:

The repeated action of sending nasty, unwanted messaged to another with the intention to cause emotional distress