

Rubbish recording and reduction

Key terms and Excel vocabulary

Data – any information that is collected or researched. This can be numbers or words

Survey – a means of collecting information about the frequency of something occurring

Tally – a means by which to record the frequency of an occurrence, often used when conducting a survey

Cell – one of the individual sections in Excel where you can enter text or numbers. All cells have a reference location, similar to a grid reference, consisting of one number and one letter.

Spreadsheet – a whole page of Excel cells that you can work with. There are multiple sheets within an Excel workbook.

Graph – a means of visually depicting data or information to make it easier to interpret. There are a range of different graphs.

Bar graph – one that represents data as 'bars'. The length of each bar extends to the amount of that data type there is.

Pie chart (graph) – represents the fraction that each form of data takes up from the whole

Column – a vertical row or list. Data that is put above or below one another

Row – a horizontal row or list. Data that is arranged left to right

Copying – creating a duplicate of something

Pasting – making use of a duplicate of something that has been copied earlier

Decompose – when material breaks down until it is reintegrated back into the environment

Rubbish – anything that we throw away or dispose of, regardless of the reason

Output – the final result of an equation or calculation

Formula – an equation or calculation

SUM – the SUM function adds everything within the range specified. '=SUM(A1:A4)' will add everything between 'A1' and 'A4'.