

## Unit 3: ICT Solutions for Individuals and Society – Glossary

Glossary of terms	Definition
Accuracy and currency of information	The degree to which information is accurate and up-to-date for the purpose it is being used.
Advanced-search options	Search options such as "contains", "starts with", "whole word" that can make an Internet search produce more meaningful results.
Analyse numerical data	The process of considering, refining and manipulating numerical data to make it more meaningful for its intended final purpose.
Built-in spreadsheet functions	Common and specialist functions that are performed by a spreadsheet application e.g. MEDIAN, AVERAGE.
Cell data formats	Properties of a spreadsheet cell contents that make the data more meaningful or easier to understand e.g. currency, percentage, date.
Cell presentation formats	Properties of a spreadsheet cell contents that make the data more meaningful or easier to understand e.g. font style, fill colour, centre.
Cell referencing	A method of defining the position of data within a spreadsheet workbook, e.g. Sheet3!A5.
Electronic information	Information in digital format available to be viewed through media such as the Internet or public databases.
Logical operators	Search commands such as AND, OR and NOT used to make a search produce more meaningful results.
Presentation	The process of passing carefully prepared information on to a specific audience. This can be by written, electronic or oral means.
Public-service websites	Websites hosted by public services with the objective of providing information to the public, e.g. BBC, County Council websites, www.nhs.uk
Relational operators	Operators such as <, >, <=, >=, =, used to make searches involving numerical data more meaningful.
Spreadsheet macros	A series of repeatable keystrokes or operations that are recorded as a sequence and then saved for automated use on a future occasion.
Spreadsheet manipulation	The use of functions, formulae, searching, sorting, macro recording etc. to obtain the output required from a spreadsheet.
Spreadsheet operators	Common arithmetic, relational and logical operators used with a spreadsheet e.g. +, -, ^, <, >.