Leybourne Ss. Peter and Paul CEP Academy - Knowledge Organiser

Computing	Unit 5.3 - Spreadsheets	Year 5

Key Learning

Using the formula wizard to add a formula to a cell to automatically make a calculation in that cell.
To copy and paste within 2Calculate.
Using 2Calculate tools to test a hypothesis.
To add a formula to a cell to automatically make a calculation in that cell.
Using a spreadsheet to model a real-life situation and answer questions.

Key Images

Open the main menu	
Save your work	
Open a previously saved file	
Increase or decrease spreadsheet size	
Advanced mode	
Formula wizard	
Format cell toolbox	
Charts	
Totals toolbox	
Image Tools	
Controls Toolbox	
Random number Spin	
Equals Timer	
To copy To cut To paste	

Key Vocabulary

Average	Symbols used to represent comparing two values
Advance mode	A mode of 2Calculate in which the cells have references and can include formulae.
Copy and Paste	A way to copy information from the screen into the computer's memory and paste it elsewhere without re-typing.
Columns	Vertical reference points for the cells in a spreadsheet.
Cells	An individual section of a spreadsheet grid. It contains data or calculations.
Charts	Use this button to create a variety of graph types for the data in the spreadsheet.
Equals tool	Tests whether the entered calculation in the cells to the left of the tool has the correct answer in the cell to the right of the tool.
Formula	Use the formula wizard or type into the formula bar to create a formula in a cell, this will calculate the value for the cells based upon the value of other cells in the spreadsheet.
Formula Wizard	The wizard guides you in creating a variety of formulae for a cell such as calculations, totals, averages, minimum and maximum for the selected cells.
Move cell tool	This tool makes a cell's contents moveable by drag-and-drop methods.
Random tool	Click to give a random value between 0 and 9 to the cell.
Rows	Vertical reference points for the cells in a spreadsheet.
Spin Tool	Adds or subtracts 1 from the value of the cell to its right.
Spreadsheet	A computer program that represents information in a grid of rows and columns. Any cell in the grid may contain either data or a formula that describes the value to be inserted based on the values in other cells.
Timer	When placed in the spreadsheet, click the timer to adds 1 to the value of the cell to its right every second until it is clicked again.

Key Questions

How would you add a formula so that the cell shows the product of two other cells?	Click on the cell where you want the product to be displayed then click the formula wizard button. Click on the cell that contains the first number. Choose the x operation then click on the second number. Click OK.
What would you use in 2Calculate to have a cell that automatically calculates the number of days since a certain date?	You could use formulae and the totalling tools. To make the spreadsheet easier to understand, you could use named variables.
Explain what a spreadsheet model of a real-life situation is and what it can be used for?	It represents the data of a situations for example budgeting for a party, working out how big a field needs to be for a certain number of animals, working out how to spend your pocket money over time. Using the existing data to predict what time your shadow will be a certain length etc.