Computing	Unit 1.8 - Spreadsheets	Year 1

Key Learning

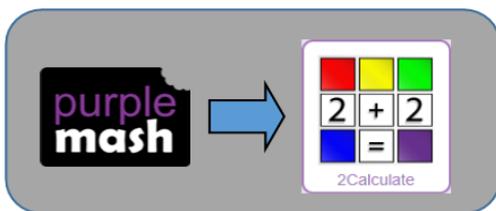| |
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| To know what a spreadsheet program looks like. |
| How to open 2Calculate in Purple Mash. |
| How to enter data into spreadsheet cells. |
| To use 2Calculate image tools to add clipart to cells. |
| To use 2Calculate control tools: lock, move cell, speak and count. |

Key Images

Open the main menu	
Save your work	
Open a previously saved file	
Increase or decrease spreadsheet size	
The 2Calculate toolbox	
The 2Calculate image toolbox	
Clipart Picker	
The 2Calculate control toolbox	
Move cell tool	Speak tool
Lock Cell tool	Count tool

Key Resources

Key Vocabulary

Arrow keys	On a standard keyboard these can be used to move around the cells of a spreadsheet.
Backspace key	Use this key to delete the character before the current cursor position.
Cursor	An indicator on a computer screen identifying the point that will be affected by input from the user. Often a blinking vertical line.
Columns	Vertical reference points for the cells in a spreadsheet.
Cells	An individual section of a spreadsheet grid. It contains data or calculations.
Clipart	Simple pictures and symbols available for computer users to add to documents.
Count Tool	In 2Calculate, this counts the number of cells with a value that matches the value of the cell to the left of the tool.
Delete key	Use this key to remove the contents of a cell.
Image Toolbox	Use this to insert images into cells.
Lock Tool	This tool prevents cell values being changed.
Move cell tool	This tool makes a cell's contents moveable by drag-and-drop methods.
Rows	Vertical reference points for the cells in a spreadsheet.
Speak Tool	This tool will speak the contents of a cell containing a number each time the value changes.
Spreadsheet	A computer program that represents information in a grid of rows and columns.

Key Questions

What does a spreadsheet look like?	It has a grid of cells. These are in rows and columns. The cells can be coloured, and you can type into them. You can use the toolbox to do different things with the data in the cells.
How could you use a spreadsheet to add up values?	You can enter numbers and operators such as +, -, x in the cells. Entering an equals sign in the correct cell will perform calculations.
How could you use the count and speak tools?	The count tool will count the number of cells containing the same value or colour as it. The speak tool will say this number each time you click on the cell or the number changes.