

Computing



















Unit 4.3 - Spreadsheets

Year 4

Key Learning

- Formatting cells as currency, percentage, decimal to different decimal places or fraction.
- Using the formula wizard to calculate averages.
- Combining tools to make spreadsheet activities such as timed times tables tests.
- Using a spreadsheet to model a real-life situation.
- To add a formula to a cell to automatically make a calculation in that cell.

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 percentage score for a test?	Click on the cell where you want the percentage score to be displayed then click the formula wizard button. Click on the cell that contains the score. Choose the ÷ operation then click on the cell that shows what the test was out of. Click OK. Click on the answer cell and then the format cell button. Choose % as the format.
Which tools would you use to create a timed times tables test in 2Calculate?	You could use the random tool, the spin tool, the equal tool and the timer tool.
Give an example of the data that could be best represented by a line graph.	Data where both axes will contain continuous data so that you can see trends in the data. Such as ages and heights, time and temperature, years and costs
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.