Computing	Unit 2.3 - Spreadsheets	Year 2

Key Learning

To use 2Calculate image, lock, move cell, speak and count tools to make a counting machine.

To learn how to copy and paste in 2Calculate.

To use the totalling tools.

To use a spreadsheet for money calculations.

To use the 2Calculate equals tool to check calculations.
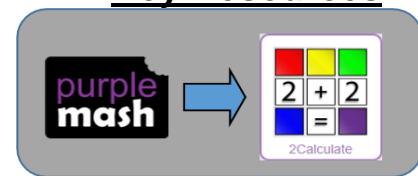
To use 2Calculate to collect data and produce a graph.

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	
The 2Calculate control toolbox	
Move cell tool		Speak tool	
Lock Cell tool		Count tool	
	Equals	
2Calculate totalling toolbox	
Totalling		Copying	

Key Vocabulary

Backspace key	Use this key to delete the character before the current cursor position.
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.
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.
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.
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 Resources

Key Questions

Why would you copy and paste when using a spreadsheet?	You might want to rearrange the information in the spreadsheet. It will save you entering the same information many times if you want to repeat things in different cells.
How could a spreadsheet help you when you are planning some shopping?	Yes, you could use it to store the process and work out how much it would cost to buy the things that you wanted.
Look at the graph made in 2Calculate showing the class' favourite pets. Which is the most popular?	

PURPLE MASH COMPUTING SCHEME OF WORK