



Unit: 2.3 Spreadsheets

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 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?

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?



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Key Vocabulary

Block Graph

This is a type of graph that displays data with blocks. These can be made using cells, colours and labels in 2Calculate.

Copy

This feature copies the contents of highlighted cells without deleting the contents of them into a clipboard.

Drag

Contents of a cell can be dragged to another cell using the drag tool in 2Calculate.

Label

A way to identify data in a spreadsheet. For example a label heading for ice cream flavours children like.

Table

Tables can be created in 2Calculate, these have headings and are a neat way to display data.

Cell

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 of the cell to the left of the tool.

Equals

This symbol can be used in 2Calculate to find the answer to a calculation.

Row

Boxes running horizontally in a spreadsheet.

Total

In 2Calculate the total tool will calculate the total of all cells above, below or next to it dependent on which total tool used.

Column

Boxes running vertically in a spreadsheet.

Data

A collection of information, used to help answer questions.

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.

Speak tool

This tool will speak the contents of a cell containing a number each time the value changes.