

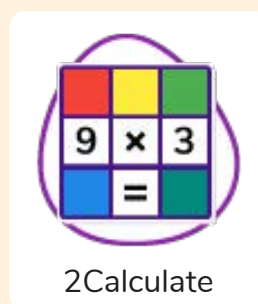
Unit: 2.3

Spreadsheets

Key Learning

- To understand the sorts of tasks that a spreadsheet program could be used for.
- To enter data into spreadsheet cells.
- To use 2Calculate image tools.
- 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

How could a spreadsheet help you when you are planning some shopping?

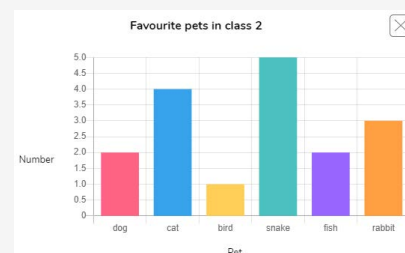
You could use it to store the process and work out how much it would cost to buy the things that you wanted.

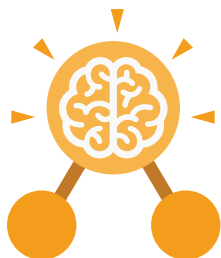
Describe how you can carry out calculations on a spreadsheet.

You can use the number pad to enter the operators such as + and - with the equals key to complete the calculations.

You can use the totalling tools to add the contents of cells together across rows, in columns and on diagonals.

Look at the graph made in 2Calculate showing the class' favourite pets. Which is the most popular?





Unit: 2.3

Spreadsheets

Key Vocabulary

Calculations

The process or result of adding, subtracting, multiplying, or dividing or a combination of these operations.

Cell

An individual section of a spreadsheet grid. It contains data or calculations.

Column

Boxes running vertically in a spreadsheet.

Data

A collection of information, used to help answer questions.

Data table

Laying out data on a spreadsheet in a way that it can be understood easily.

Drag

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

Equals

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

Spreadsheet

A computer program that represents information in a grid of rows and columns.

Graph

A diagram that represents data. There are set layouts for graphs including bar graphs

Row

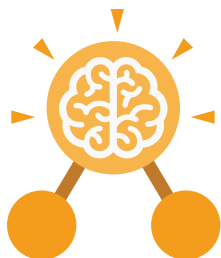
Boxes running horizontally in a spreadsheet.

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.

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.



Unit: 2.3

Spreadsheets

Key Images



Open, close or share
a file



Save your work



Open a previously
saved file



Increase or decrease
spreadsheet size



Format cells



Money tools



Number apparatus



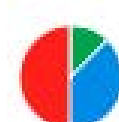
Images



Totalling tool



Toolbox



Graphs



Lock cells



Equal to



Drag cells



Count



Speak