

What should I already know?

Why would you copy and paste when using a spreadsheet?
How could a spreadsheet help you when you are planning some shopping?

Purple Mash Resources

2Calculate

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 Vocab

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.

