Over Hall Community School	Year: 2	Strand: Computing – Spreadsheets

What should I already know?

- Spreadsheets – Introduce 2Calculate, Spreadsheet navigation, Adding images
- Pictograms - What is data? Representing data
- Use of 2Dos · Saving, opening and editing work · Sharing work · Copying and pasting

What will I know by the end of the unit?

How will I remember what I learnt in Year 1 about spreadsheets?

- You will explain what rows and columns are in a spreadsheet. You will open, save and edit a spreadsheet. · You will practice adding images from the image toolbox and allocate them a value. And you will add the count tool to count items.

What are the copying and pasting totaling tools?

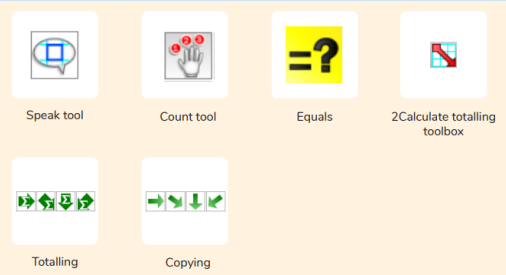
- You will use copying, cutting and pasting to help make spreadsheets. You can use tools in a spreadsheet to automatically total rows and columns. You will use a spreadsheet to solve a mathematical puzzle.

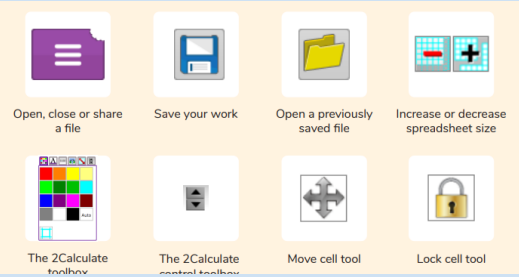
How do I use a spreadsheet to add amounts?

- You can work out how much they need to pay using coins by using a spread-sheet to help calculate.

How do I create a table and block graph?

- You can create a table of data on a spreadsheet then use the data to create a block graph manually





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.
- **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.
- **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.

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?**

Purple Mash Resources

- 2Calculate