

What should I already know?

- What data is and representing data from Pictograms.
- Use of 2Dos.
- Saving, opening and editing work
- Sharing work
- Copying and pasting
- Mouse, keyboard and device skills

What will I know by the end of the unit?

What is a spreadsheet?

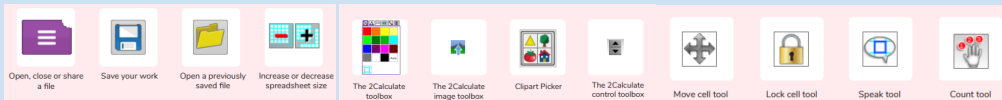
- Navigate around a spreadsheet.
- Explain what rows and columns are.
- Save and open sheets.
- Enter data into cells.

How to add images to spreadsheets?

- Open the image toolbox and find/add clipart images.
- Use the move cell tool so that images can be dragged around the spreadsheet.
- Use the lock tool to prevent changes to a cell.

How to use the Speak and Count tools to count items?

- Give images a value that the spreadsheet can use to count them..
- Add the count tool to count items.
- Add the speak tool so that items are counted out loud.



Key Vocabulary

- **Button** An object you click that performs an action. E.g. print.
- **Calculations** Maths calculations can be entered into a cell. For example the total of two cells can be added together using a calculation that appears in a new cell.
- **Cell** An individual section of a spreadsheet grid. It contains data or calculations.
- **Clip-art** A library of images that a user can choose from and insert in a file.
- **Column** Boxes running vertically in a spreadsheet.
- **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.
- **Data** A collection of information, used to help answer questions.
- **Delete** Removes contents such as the contents in a cell.
- **Image** A drawing or photograph that users can import into a file
- **Lock cell** This feature lets a user lock a cell so its contents can't be deleted.
- **Move cell** The move tool lets a user move the contents of a cell to a new cell.
- **Row** Boxes running horizontally 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.
- **Value** Images can have values given to them. For example, an apple could be given a value of 1 and a pear a value of 2.

Key Questions

- **What does a spreadsheet look like?**
It has a grid of cells. These are in rows and columns. The cells can be coloured, and you can type into them. You can use the toolbox to do different things with the data in the cells.
- **How could you use a spreadsheet to add up values?**
You can enter numbers and operators such as +, -, x in the cells. Entering an equals sign in the correct cell will perform calculations
- **How could you use the count and speak tools?**
The count tool will count the number of cells containing the same value or colour as it. The speak tool will say this number each time you click on the cell or the number changes.

Purple Mash Resources

- 2Calculate

