What should I already know?

- Spreadsheets—Introduce 2Calculate, Spreadsheet navigation, Adding image, Copying and pasting, Totalling tools, Addition, Table layout, Block graph
- Pictograms- What is data? Representing data
- Questioning—Ways to represent data, Pictograms (2Count), Binary trees (2Question), Databases (2Investigate)
- Use of 2Dos · Saving, opening and editing work · Sharing work · Copying and pasting

What will I know by the end of the unit?

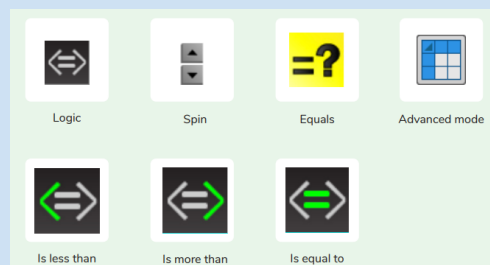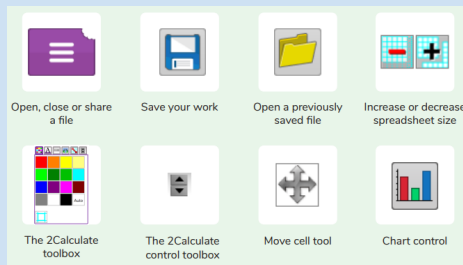### How can I create Pie Charts and Bar Graphs?

- You will create a table of data on a spreadsheet. You can use a spreadsheet program to automatically create charts and graphs from data.

How do I use more than and Spin Button Tool?

- You can use the 'more than', 'less than' and 'equals' tools to compare different numbers and help to work out solutions to calculations. And you can use the 'spin' tool to count through times tables

Will I use advanced mode and cell addresses?

- You will be able to describe a cell location in a spreadsheet using the notation of a letter for the column followed by a number for the row. You can find specified locations in a spreadsheet

Key Vocabulary

- **Advance mode** A mode of 2Calculate in which the cells have references and can include formulae.
- **Pie Chart** A circular chart divided into segments which each represent a part of the total amount.
- **Less Than** This symbol shows that a number to the left of it has less value than one to the right.
- **Spreadsheet** A computer program that represents information in a grid of rows and columns. Any cell in the grid may contain either data or a formula that describes the value to be inserted based on the values in other cells.
- **Data** A collection of information, especially facts or numbers, obtained by observation, questions or measurement to be analysed and used to help decision-making.
- **Bar graph** A chart that uses bars to show quantities or numbers, so they can be easily compared.
- **Cell Address** Every cell has an address. This can be found by reading the column letter then row number. Columns Boxes running vertically in a spreadsheet.
- **More Than** This symbol shows that a number to the left of it has greater value than one to the right.
- **Quiz Tool** This can be used after the equals sign or instead of a number in a calculation. If you input the correct answer it will disappear.
- **Table** An organised display of information laid out in rows and columns.
- **Equals** This symbol shows that numbers or number sentences either side are equal in value.
- **Rows** Boxes running horizontally in a spreadsheet. M
- ore than, Less than & Equal Tool This highlights either more than (>), less than (>) (=)

Key Questions

- Explain how you would collect data to find out children's favourite school subjects. What sort of graph would you create?

Label one column 'Subject' and list the subjects in this column. In the cells to the right put in the number of children who like this subject. Use the chart button to automatically create a chart. A pie chart would be a suitable choice.

- How can you make a 3 times table machine using the spin tool?

Could you use the equals tool to check your answer Put the spin tool in the left most cell of a row. Type 0 x 3 in the next three cells. Put an equals tool in the next cell in the row. When you spin the spin tool, the question will change. Enter the answer and the equals tool will tell you if it is correct.

- Explain how you would locate a cell in the advanced mode?

Cells in advanced mode have rows labelled with numbers, and columns labelled with letters. So, each cell has a number and letter. For example, A1 or D7.

| Open, close or share a file | Save your work | Open a previously saved file | Increase or decrease spreadsheet size |
| The 2Calculate toolbox | The 2Calculate control toolbox | Move cell tool | Chart control |

| Logic | Spin | Equals | Advanced mode |
| Is less than | Is more than | Is equal to |

Purple Mash Resources

- 2Calculate