Over Hall Community School	Year: 4	Strand: Spreadsheets

What should I already know?

- Use of 2Dos, saving, opening and editing work, sharing work , copying and pasting , mouse, keyboard and device skills.
- Introduce 2Calculate · Spreadsheet navigation · Adding images · Vocab: cell, column, row
- What is data? · Representing data
- Copying and pasting · Totalling tools · Addition · Table layout · Block graph
- Ways to represent data · Pictograms (2Count) · Binary trees (2Question
- Pie charts and Bar graphs · Boolean comparison tools (< = >) · Spin tool · Advanced mode · Cell references
- Data representation in 2Graph · Use software to investigate data

What will I know by the end of the unit?

- **How can I explore how the numbers entered into cells can be set to either currency or decimal?**

You can use the number formatting tools within 2Calculate to appropriately format numbers. · You can add a formula to a cell to automatically make a calculation in that cell

- **Can I explore how tools can be combined to use 2Calculate to make number games?**

You can use the timer, random number and spin button tools. · YOU can combine tools to make fun ways to explore number.

- **How can I use the line graphing tool in 2Calculate with appropriate data?**

You can use a series of data in a spreadsheet to create a line graph. · You can use a line graph to find out when the temperature in the playground will reach 20 C.

- **How can I use 2Calculate to create a model of a real-life situation?**

You can make practical use of a spreadsheet to help them plan actions. · You can use the currency formatting in 2Calculate.

- **How can I use the functions of allocating value to images in 2Calculate to make a resource to teach place value?**

You can allocate values to images and use these to explore place value. · You can use a spreadsheet made in 2Calculate to check their understanding of a mathematical concept.

Key Vocabulary

Average A number expressing the typical value in a set of data. Also known as the mean. It is calculated by dividing the sum of the values in the set by their number.
Column Boxes running vertically in a spreadsheet.
Budget The amount of money available to spend on a project
Spreadsheet A computer program that represents data in cells 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.
Formula A group of letters, numbers, or other symbols which represents a scientific or mathematical rule. The plural of formula is formulae.
Chart A diagram that represents data. Charts include graphs and other diagrams such as pie charts or flowcharts.
Data A collection of information, especially facts or numbers, obtained by observation, questions or measurement to be analysed and used to help decision-making.
Format Cell The way that data is displayed in a cell. For example using units such as £ or $.
Percentage 'per cent' means number of parts per hundred.
Timer When placed in the spreadsheet, clicking the timer adds 1 to the value of the cell to its right every second until it is clicked again.
Decimal place The position of a digit to the right of a decimal point. In 2Calculate, the number of decimal places to be displayed can be chosen.
Formula Wizard Use the formula wizard or type into the formula bar to create a formula in a cell, this will calculate the value for the cells based upon the value of other cells in the spreadsheet.
Place value This is the value of each digit within a number. For example 354, the 3 = 3 hundreds, the 5 = 5 tens and the 3 = 3 ones.
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
Line graph A line graph is used to display information which can change over time. For example, temperature at different times of the day.
Random Number Tool This tool, when clicked, will generate a random number.
Spin Tool This tool changes a number to the right of it by one each time an arrow is pressed.

Key Questions

- **Which tools would you use to create a timed times tables test in 2Calculate?**

You could use the random tool, the spin tool, the equal tool and the timer tool

- **Give an example of the data that could be best represented by a line graph.**

Data where both axes will contain continuous data so that you can see trends in the data. Such as ages and heights, time and temperature, years and costs.

Purple Mash Resources

- 2 Calculate

2Calculate

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