

Spreadsheets

What I should already know

- I know how to enter data into spreadsheet cells.
- I know how to use 2Calculate image tools.
- I know how to use the totalling tools.
- I know how to use a spreadsheet for money calculations.
- I know how to use the 2Calculate equals tool to check calculations.
- I know how to use 2Calculate to collect data and produce a graph.

What I will learn (Sticky knowledge)

- I can use 2Calculate to collect data and produce a variety of graphs.
- I can use the advanced mode of 2Calculate to learn about cell references.
- I can use the formula wizard and the formula bar to write formulae.
- I can use the tools within 2Calculate to explore number.
- I can create a computational model using a spreadsheet.

What I will learn next

- I will use formulae within a spreadsheet to convert measurements of length and distance.
- I will use a spreadsheet to model a real-life problem.
- I will use spreadsheet tools to investigate probability.
- I will use the count tool to answer hypotheses about common letters in use.

Key Vocabulary

Advance mode	A mode of 2Calculate in which the cells have references and can include formulae.	Formula bar	An area of the spreadsheet into which formulae can be entered using the '=' sign to open the formula.
Bar graph	A chart that uses bars to show quantities or numbers, so they can be easily compared.	Formula wizard	The wizard guides the user in creating a variety of formulae for a cell such as calculations, totals, averages, minimum and maximum for the selected cells.
Budget	A set amount of money that someone has available to spend on something.	Line graph	Used to display information which can change over time.
Cell address	Every cell has an address. This can be found by reading the column letter then row number.	Pie Chart	A circular chart divided into segments which each represent a part of the total amount.
Columns	Boxes running vertically in a spreadsheet.	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.
Data	A collection of information, especially facts or numbers, obtained by observation, questions or measurement to be analysed and used to help decision-making.	Range	A collection of selected cells: all the numbers you want to appear in a calculation.
Data table	A collection of information, especially facts or numbers, obtained by observation, questions or measurement to be analysed and used to help decision-making.	Rows	Boxes running horizontally in a spreadsheet.
Equals 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.	Spin Tool	Clicking on this in a cell will increase or decrease the value in the cell to the right by 1.

Key Questions

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

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

How can you make a 3 times table machine using the spin tool? Could you use the equals tool to check your answer

Key Images



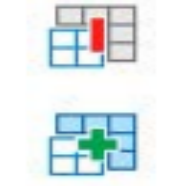
Open, close or share
a file



Save your work



Open a previously
saved file



Increase or decrease
spreadsheet size



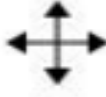
Formatting



Tools



Charts and graphs



Drag cells



Spin tool



Quiz tool



Random
number tool

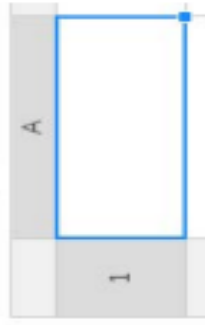


Formula wizard

fx Enter formula/value here

Formula bar

A1 *fx* Enter for



Cell reference