

Unit: 1.8

Spreadsheets

Key Learning

- To know what a spreadsheet program looks like.
- To locate 2Calculate in Purple Mash.
- To enter data into spreadsheet cells.
- To use 2Calculate image tools to add clipart to cells.
- To use 2Calculate control tools: lock, move cell, speak and count.

Key Resources



2Calculate

Key Questions

What does a spreadsheet look like?

It has a grid of cells. These are in rows and columns.

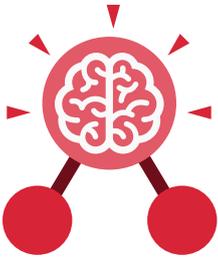
The cells can be coloured, and you can type into them. You can use the toolbox to do different things with the data in the cells.

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.



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Key Vocabulary

Button

An object you click that performs an action. E.g. print.

Clip-art

A library of images that a user can choose from and insert in a file.

Data

A collection of information, used to help answer questions.

Lock cell

This feature lets a user lock a cell so its contents can't be deleted.

Speak tool

This tool will speak the contents of a cell containing a number each time the value changes.

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.

Column

Boxes running vertically in a spreadsheet.

Delete

Removes contents such as the contents in a cell.

Move cell

The move tool lets a user move the contents of a cell to a new cell.

Spreadsheet

A computer program that represents information in a grid of rows and columns.

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 that matches the value of the cell to the left of the tool.

Image

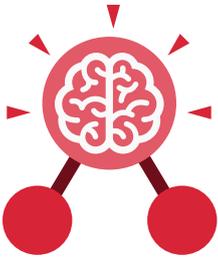
A drawing or photograph that users can import into a file.

Row

Boxes running horizontally in a spreadsheet.

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.



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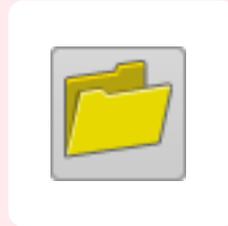
Key Images



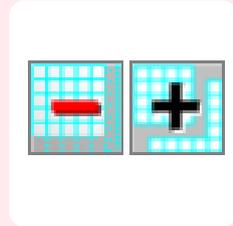
Open, close or share a file



Save your work



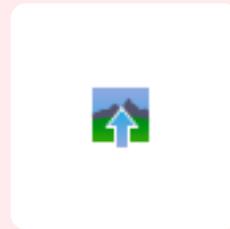
Open a previously saved file



Increase or decrease spreadsheet size



The 2Calculate toolbox



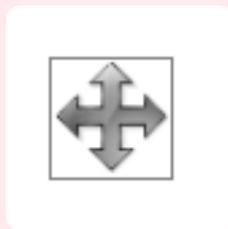
The 2Calculate image toolbox



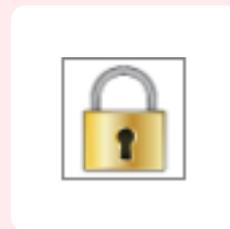
Clipart Picker



The 2Calculate control toolbox



Move cell tool



Lock cell tool



Speak tool



Count tool