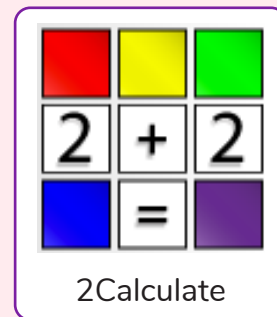# Unit: 1.8
Spreadsheets

Key Learning

- To know what a spreadsheet program looks like.
- How to open 2Calculate in Purple Mash.
- How 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?

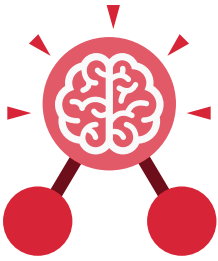It has a grid of cells. These are in rows and columns.
The cells can be coloured, and you can type into them.
You can use the toolbox to do different things with the data in the cells.

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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Unit: 1.8
Spreadsheets

Key Vocabulary

Arrow keys
On a standard keyboard these can be used to move around the cells of a spreadsheet.

Backspace key
Use this key to delete the character before the current cursor position.

Cursor
An indicator on a computer screen identifying the point that will be affected by input from the user. Often a blinking vertical line.

Columns
Vertical reference points for the cells in a spreadsheet.

Cells
An individual section of a spreadsheet grid. It contains data or calculations.

Clipart
Simple pictures and symbols available for computer users to add to documents.

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.

Delete key
Use this key to remove the contents of a cell.

Image Toolbox
Use this to insert images into cells.

Lock tool
This tool prevents cell values being changed.

Move cell tool
This tool makes a cell's contents moveable by drag-and-drop methods.
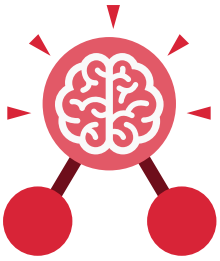
Rows
Vertical reference points for the cells in a spreadsheet.

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.

Need more support? Contact us:
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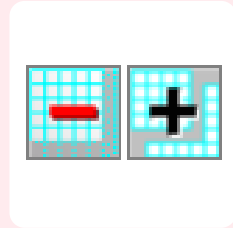2simple

Key Images

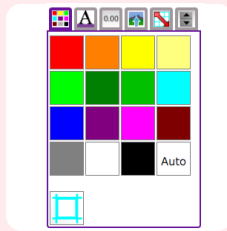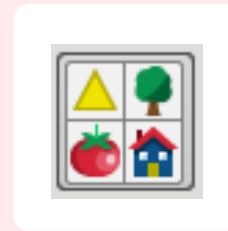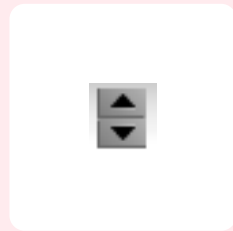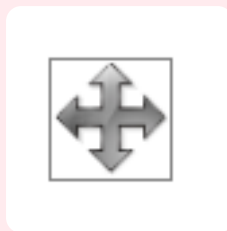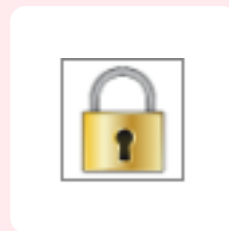|			
Open, close or share a file	Save your work	Open a previously saved file	Increase or decrease spreadsheet size
The 2Calculate toolbox	The 2Calculate image toolbox	Clipart Picker	The 2Calculate control toolbox
Move cell tool	Lock cell tool	Speak tool	Count tool

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