

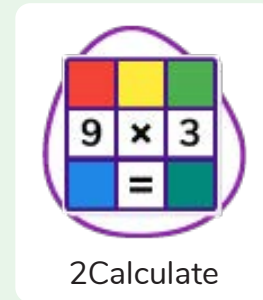
Unit: 3.3

Spreadsheets

Key Learning

- To use the symbols more than, less than and equal to, to compare values.
- To use 2Calculate to collect data and produce a variety of graphs.
- To use the advanced mode of 2Calculate to learn about cell references.

Key Resources



Key Questions

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

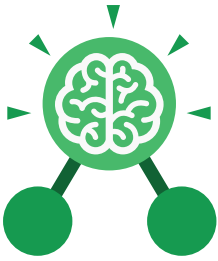
Label one column 'Subject' and list the subjects in this column. In the cells to the right put in the number of children who like this subject. Use the chart button to automatically create a chart. A pie chart would be a suitable choice.

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 0×3 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.



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Key Vocabulary

Advance mode

A mode of 2Calculate in which the cells have references and can include formulae.

Bar graph

A chart that uses bars to show quantities or numbers, so they can be easily compared.

Equals

This symbol shows that numbers or number sentences either side are equal in value.

Data

A collection of information, especially facts or numbers, obtained by observation, questions or measurement to be analysed and used to help decision-making.

Cell Address

Every **cell** has an address. This can be found by reading the **column** letter then **row** number.

Rows

Boxes running horizontally in a spreadsheet.

Columns

Boxes running vertically in a spreadsheet.

More than, Less than & Equal Tool

This highlights either more than (>), less than (<) or equals (=) symbols according to which numbers are either side of it.

Less Than

This symbol shows that a number to the left of it has less value than one to the right.

More Than

This symbol shows that a number to the left of it has greater value than one to the right.

Pie Chart

A circular chart divided into segments which each represent a part of the total amount.

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.

Spin Tool

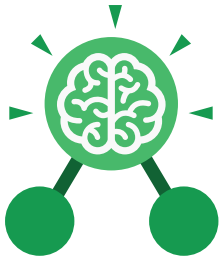
Clicking on this in a cell will increase or decrease the value in the cell to the right by 1.

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.

Table

An organised display of information laid out in rows and columns.



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Spreadsheets

Key Images



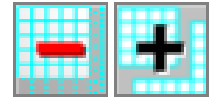
Open, close or share a file



Save your work



Open a previously saved file



Increase or decrease spreadsheet size



The 2Calculate toolbox



The 2Calculate control toolbox



Move cell tool



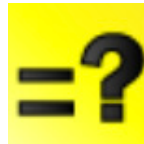
Chart control



Logic



Spin



Equals



Advanced mode



Is less than



Is more than



Is equal to