



Unit: 2.3 Spreadsheets

Key Learning

- To use 2Calculate image, lock, move cell, speak and count tools to make a counting machine.
- To learn how to copy and paste in 2Calculate.
- To use the totalling tools.
- To use a spreadsheet for money calculations.
- To use the 2Calculate equals tool to check calculations.
- To use 2Calculate to collect data and produce a graph.

Key Resources



2Calculate

Key Questions

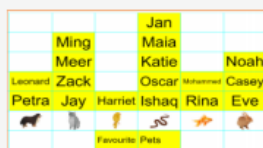
Why would you copy and paste when using a spreadsheet?

You might want to rearrange the information in the spreadsheet. It will save you entering the same information many times if you want to repeat things in different cells.

How could a spreadsheet help you when you are planning some shopping?

You could use it to store the process and work out how much it would cost to buy the things that you wanted.

Look at the graph made in 2Calculate showing the class' favourite pets. Which is the most popular?



Key Vocabulary

Backspace key

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

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.

Move cell tool

This tool makes a cell's contents moveable by drag-and-drop methods.

Copy and Paste

A way to copy information from the screen into the computer's memory and paste it elsewhere without re-typing.

Delete key

Use this key to remove the contents of a cell.

Rows

Vertical reference points for the cells 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.

Speak Tool

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

Columns

Vertical reference points for the cells in a spreadsheet.

Cells

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

Image Toolbox

Use this to insert images into cells.

Spreadsheet

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

Lock tool

This tool prevents cell values being changed.

Key Images



Open, close or share a file



Save your work



Open a previously saved file



Increase or decrease spreadsheet size



Speak tool



Count tool



Equals



2Calculate totalling toolbox



The 2Calculate toolbox



The 2Calculate control toolbox



Move cell tool



Lock cell tool



Totalling



Copying