



## 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.

### Key Vocabulary

#### Arrow keys

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

#### Cells

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

#### 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.

#### Backspace key

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

#### Clipart

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

#### Rows

Vertical reference points for the cells in a spreadsheet.

#### Cursor

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

#### 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.

#### 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.

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

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

**Image Toolbox**  
Use this to insert images into cells.

### Key Images



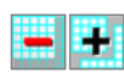
Open, close or share a file



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