



Year Two

Topic – Spreadsheets (Information Technology)

Term: Autumn 2

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 Vocabulary

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

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

Columns – Vertical reference points for the cells in a spreadsheet.

Cells – 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.

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

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.

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.

Key Skills

Information Technology

- Use technology with purpose to create, store, organise, retrieve and manipulate digital content.

Learning Links

Unit 1.8 – Spreadsheets - • Introduce 2Calculate • Spreadsheet navigation • Adding images • Vocab: cell, column, row

Unit 3.3 – Spreadsheets - • Pie charts and Bar graphs • Boolean comparison tools (<=>) • Spin tool • Advanced mode • Cell references