



Year One Programme A

Topic – Spreadsheets (Information Technology)

Term: Summer 2

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 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.
Technology - Science and engineering knowledge put into practical use to solve problems or invent useful tools.

Key Skills

Information Technology

- Develop understanding of how simulations work through exploring simple examples.

Digital Literacy

Develop an understanding of how to keep their personal information private and understand they need to use technology safely and respectfully.

Learning Links

Spreadsheets

Copying and pasting
Totalling tools
Addition
Table layout
Block graph

Questioning

Ways to represent data
Pictograms (2Count)
Binary trees (2Question)
Databases (2Investigate)