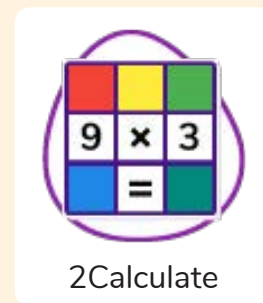# Unit: 2.3
Spreadsheets

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

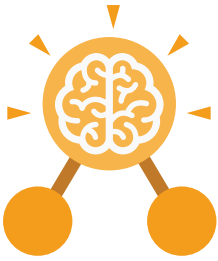**Why would you copy and paste when using a spreadsheet?**

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?

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Unit: 2.3
Spreadsheets

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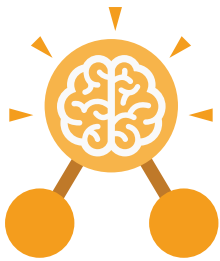This tool makes a cell's contents moveable by drag-and-drop methods.

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.

2simple

Unit: 2.3
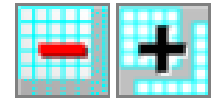## Spreadsheets

Key Images

Open, close or share a file

Save your work

Open a previously saved file

Increase or decrease spreadsheet size

The 2Calculate toolbox

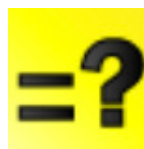The 2Calculate control toolbox

Move cell tool

Lock cell tool

Speak tool

Count tool

Equals

2Calculate totalling toolbox

Totalling

Copying

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