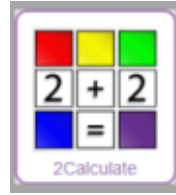# Computing Knowledge Organiser: Year 2 – Unit 2.3 – Spreadsheets

What do I already know?

What a spreadsheet program looks like.

How to enter data into a cell.

How to use some of the control tools in 2Calculate.

Key Resources

2Calculate

Key Images

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

Rows - Vertical reference points for the cells in a spreadsheet.

Speak Tool – This tool will speak the contents of a cell containing a number.

Image Toolbox – Use this to insert images..

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

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

Move cell tool – This tool makes a cells contents moveable by drag-and-drop methods.

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.

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.

Lock tool – This tool prevents cell values being changed.