

Phase: KS1

Subject: Computing

Focus: Spreadsheets

Term: Summer 1

What I should already know?

- How to log onto Purple Mash using my username and password.

Vocabulary

Arrow keys	On a standard keyboard these can be used to move around the cells of a spreadsheet.
Back space key	Use this key to delete the character before the current cursor position.
Cells	An individual section of a spreadsheet grid. It contains data or calculations
Column	Vertical reference points for the cells in a spreadsheet.
Rows	Vertical reference points for the cells in a spreadsheet.
Spreadsheet	A computer program that represents information in a grid of rows and columns.
Speak tool	This tool will speak the contents of a cell containing a number each time the value changes

Knowledge

To use the symbols more than, less than and equal to, to compare values.

To use 2Calculate to collect data and produce a variety of graphs.

To use the advanced mode of 2Calculate to learn about cell references.

By the end of the unit I should know...

- To know what a spreadsheet program looks like.
- How to open 2Calculate in Purple Mash.
- How 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



Key Images



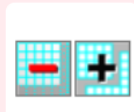
Open, close or share a file



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

Question 1 What does a spreadsheet look like?	<u>Start of Unit</u>	<u>End of Unit</u>
It is a grid of cells that can be coloured and you can type in them.		
It is a picture.		
Don't know		

Question 2 How can you use a spreadsheet to add up values?	<u>Start of Unit</u>	<u>End of Unit</u>
You can count all the numbers.		
You can enter numbers and use the +, - and = signs.		
You can use different colours.		
Don't know		

Question 3 How can you use the speak tool?	<u>Start of Unit</u>	<u>End of Unit</u>
It can talk you while you work.		
It make things bigger.		
The speak tool will say this number each time you click on the cell or the number changes.		
Don't know		

What I would like to find out?

Answers to my questions...