

Year 1 – Spreadsheets

Knowledge Organiser



Key Learning
<ul style="list-style-type: none"> To know what a spreadsheet programme looks like. How to open 2Calculate in Purple Mash. How to enter data into spreadsheet cells. To use 2Calculate image tools to add clipart into cells. To use 2Calculate control tools: lock, move cell, speak and count.

Key Resources

Key Vocabulary	Definition
Cursor	An indicator on the computer screen identifying the point that will be affected by input from you. Often a blinking vertical line.
Columns	Vertical reference points for the cells on a spreadsheet.
Cells	An individual section of a spreadsheet grid. It contains data or calculations.
Rows	Vertical reference points for the cells on a spreadsheet.
Spreadsheet	A computer program that represents information in a grid of rows and colours.

Images			
Open the main menu 	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 	Speak Tool 	Lock Cell Tool 	Count Tool

Questions	
What does a spreadsheet look like?	<ul style="list-style-type: none"> It has a grid of cells. These are in rows and columns. The cells can be coloured, and you can type in them. You can use the toolbox to do different things with the data in the cells.
How do I use a spreadsheet to add up values?	<ul style="list-style-type: none"> You can enter numbers and operations such as +, -, x in the cells. Entering a = sign in the correct cell will perform the calculation.
What are the count and speak tools?	<ul style="list-style-type: none"> The count tool will count the number of cells containing the same value or colour as it. The speak tool will say this number each time you click on the cell or the number changes.