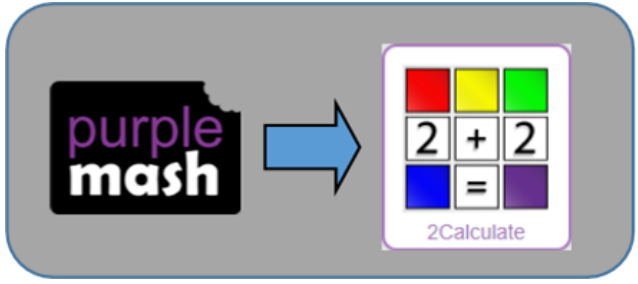





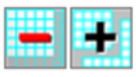



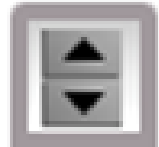








Year 2 – Spreadsheets

Knowledge Organiser

Key Learning
<ul style="list-style-type: none"> 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


Key Vocabulary	Definition
Copy and Paste	A way to copy information from the screen into the computer's memory and paste it elsewhere without re-typing.
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	The tool prevents values being changed.

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 
Equals 	2Calculate totalling toolbox 	Totalling 	Copying 

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?	