Spreadsheets

Year 2

Computing

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
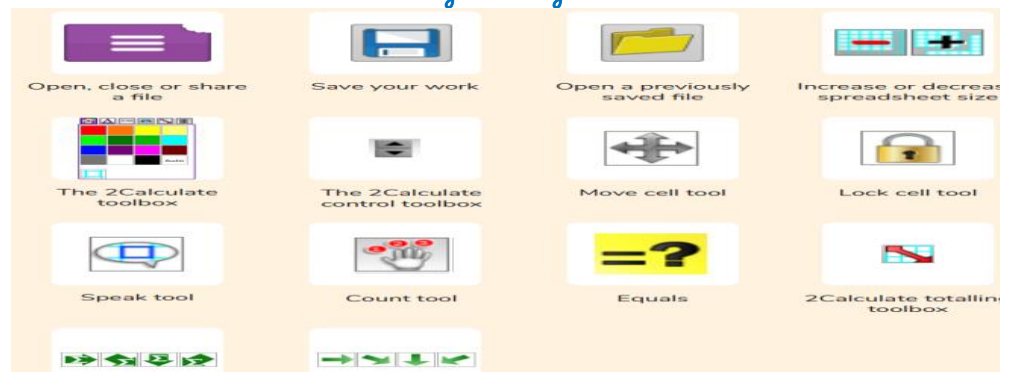
Key Vocabulary	
Black graph	This is a type of graph that displays data with blocks. These can be made using cells, colours and labels in 2Calculate.
Cell	An individual section of a spreadsheet grid. It contains data or calculations
Copy	This feature copies the contents of highlighted cells without deleting the contents of them into a clipboard.
Drag	Contents of a cell can be dragged to another cell using the drag tool in 2Calculate.
Label	A way to identify data in a spreadsheet. For example a label heading for ice cream flavours children like.
Table	Tables can be created in 2Calculate, these have headings and are a neat way to display data.

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.