

## Unit: 5.3 Spreadsheets

### Key Learning

- To use formulae within a spreadsheet to convert measurements of length and distance.
- To use the count tool to answer hypotheses about common letters in use.
- To use a spreadsheet to model a real-life problem.
- To use formulae to calculate area and perimeter of shapes.
- To create formulae that use text variables.
- To use a spreadsheet to help plan a school cake sale.

### Key Resources



2Calculate

### Key Questions

**How would you add a formula so that the cell shows the product of two other cells?**

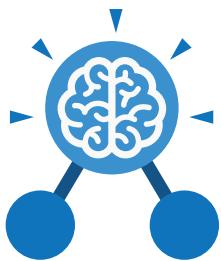
Click on the cell where you want the product to be displayed then click the formula wizard button. Click on the cell that contains the first number. Choose the  $\times$  operation then click on the second number.  
Click OK.

**What would you use in 2Calculate to have a cell that automatically calculates the number of days since a certain date?**

You could use formulae and the totalling tools. To make the spreadsheet easier to understand, you could use named variables.

**Explain what a spreadsheet model of a real-life situation is and what it can be used for?**

It represents the data of a situation for example: Budgeting for a party; working out how big a field needs to be for a certain number of animals; working out how to spend your pocket money over time. Using the existing data to predict what time your shadow will be a certain length etc.



# Unit: 5.3

## Spreadsheets

### Key Vocabulary

#### Average Function

A feature that allows a user to find the average values of selected cells.

#### Advance mode

A mode of Calculate in which the cells have references and can include formulae.

#### Copy and Paste

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

#### Columns

Vertical reference points for the cells in a spreadsheet.

#### Cells

An individual section of a spreadsheet grid. It contains data or calculations.

#### Charts

Use this button to create a variety of graph types for the data in the spreadsheet.

#### 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.

#### Formula

Use the formula wizard or type into the formula bar to create a formula in a cell, this will calculate the value for the cells based upon the value of other cells in the spreadsheet.

#### Formula Wizard

The wizard guides you in creating a variety of formulae for a cell such as calculations, totals, averages, minimum and maximum for the selected cells.

#### Move cell tool

This tool makes a cell's contents moveable by drag-and-drop methods.

#### Random tool

Click to give a random value between 0 and 9 to the cell.

#### Rows

Vertical reference points for the cells in a spreadsheet.

#### Spin Tool

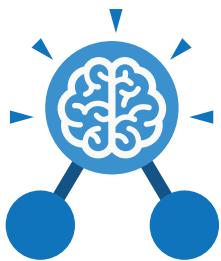
Adds or subtracts 1 from the value of the cell to its right.

#### Spreadsheet

A computer program that represents information in a grid of rows and columns. Any cell in the grid may contain either data or a formula that describes the value to be inserted based on the values in other cells.

#### Timer

When placed in the spreadsheet, click the timer to adds 1 to the value of the cell to its right every second until it is clicked again.



## Unit: 5.3 Spreadsheets

### Key Images



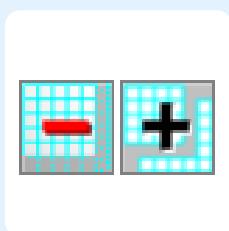
Open, close or share a file



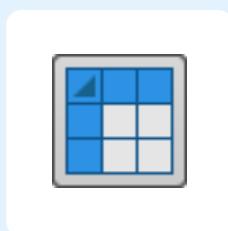
Save your work



Open a previously saved file



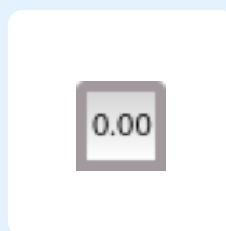
Increase or decrease spreadsheet size



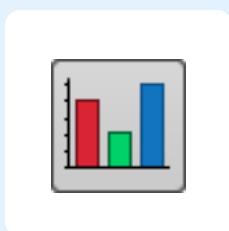
Advanced mode



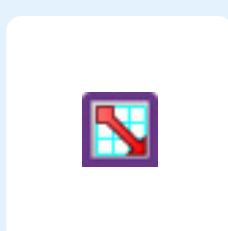
Formula Wizard



Format Cell Toolbox



Charts



Totals toolbox

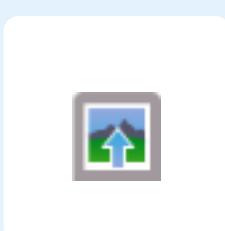
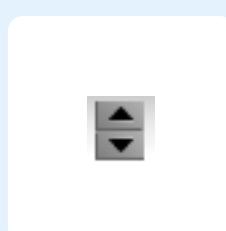


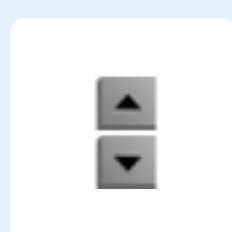
Image Tools



Controls Toolbox



Random Number



Spin



Equals



Timer



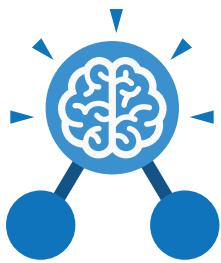
To Copy



To Cut



To Paste



## Unit: 5.2

# Online Safety

### Key Learning

- To gain a greater understanding of the impact that sharing digital content can have.
- To review sources of support when using technology and children's responsibility to one another in their online behaviour.
- To know how to maintain secure passwords.
- To understand the advantages, disadvantages, permissions and purposes of altering an image digitally and the reasons for this.
- To be aware of appropriate and inappropriate text, photographs and videos and the impact of sharing these online.
- To learn about how to reference sources in their work.
- To search the Internet with a consideration for the reliability of the results of sources to check validity and understand the impact of incorrect information.
- To ensure reliability through using different methods of communication.

### Key Resources



### Key Questions

#### Who do I tell if I see anything online that makes me upset or scared?

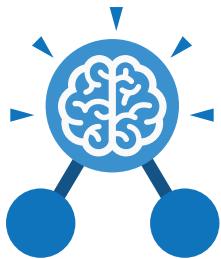
When you are at school, you should tell the teacher or another adult. At home, you should tell your parent or guardian or another adult that you trust.

#### Why are passwords so important?

Passwords protect your information and stop other people accessing it. Passwords are like a toothbrush; they should not be shared with anyone else.

#### Why is it important to reference sources in my work?

If you use a book or article written by someone else, then you must reference it, so people know where you got the information from. If you don't do this then it is known as plagiarism.



## Unit: 5.2

# Online Safety

### Key Vocabulary

#### Online safety

Refers to staying safe when having a presence online.

#### Smart rules

A set of rules based around the word SMART designed to help you stay safe when online.

#### Password

A string of characters that allows access to a computer system or service.

#### Reputable

Having a good reputation.

#### Encryption

The process of converting information or data into a code, especially to prevent unauthorized access.

#### Plagiarism

The practice of taking someone else's work or ideas and passing them off as one's own.

#### Identity theft

The practice of using another person's name and personal information in order to obtain credit, loans, etc.

#### Citations

A quotation from or reference to a book, paper, or author, especially in an academic work.

#### Reference

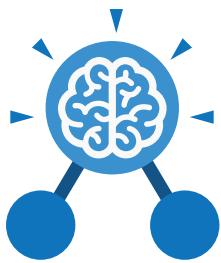
A mention of a source of information in a book or article including online.

#### Shared image

A picture that is shared online for other people to see.

#### Bibliography

A list of all the books and articles used in a piece of work.



## Unit: 5.2

# Online Safety



SMART rules- S



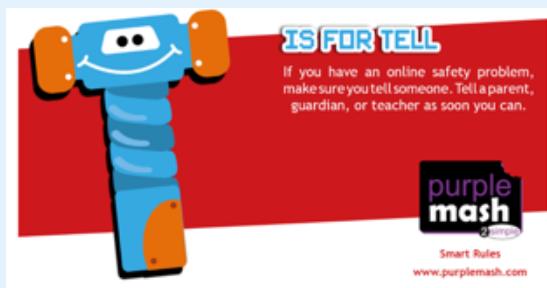
SMART rules- M



SMART rules- A



SMART rules- R



SMART rules- T