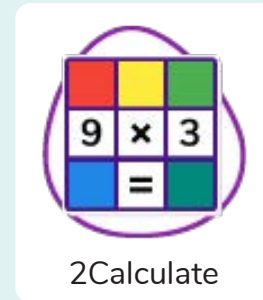# Unit: 4.3
Spreadsheets

Key Learning

- To format cells as currency, percentage, decimal to different decimal places or fraction.
- To use the formula wizard to calculate averages.
- To combine tools to make spreadsheet activities such as timed times tables tests.
- To use a spreadsheet to model a real-life situation.
- To add a formula to a cell to automatically make a calculation in that cell.

Key Resources

purple mash

2Calculate

Key Vocabulary

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

Columns
Vertical reference points for the cells in a 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.

Advance mode
A mode of 2Calculate in which the cells have references and can include formulae.

Cells
An individual section of a spreadsheet grid. It contains data or calculations.
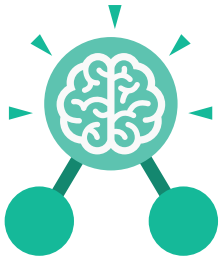
Formula
Use the formula wizard or type into the formula bar to create a formula in a cell, this will calculate the value for the cells based upon the value of other cells in the spreadsheet.

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

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

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Unit: 4.3
Spreadsheets

Key Vocabulary

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
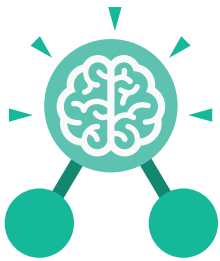Vertical reference points for the cells in a spreadsheet.

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, clicking the timer adds 1 to the value of the cell to its right every second until it is clicked again.

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Unit: 4.3
Spreadsheets
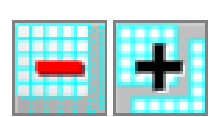
Key Images

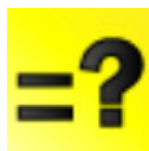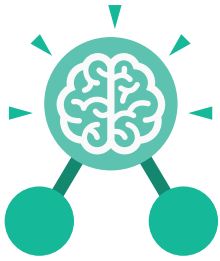|			
Open, close or share a file	Save your work	Open a previously saved file	Increase or decrease spreadsheet size
Advanced mode	Formula Wizard	Format Cell Toolbox	Charts
Totals toolbox	Image Tools	Controls Toolbox	Random Number
Spin	Equals	Timer	
To Copy	To Cut	To Paste	

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Unit: 4.3
Spreadsheets

Key Questions

How would you add a formula so that the cell shows the percentage score for a test?

Click on the cell where you want the percentage score to be displayed then click the formula wizard button. Click on the cell that contains the score. Choose the ÷ operation then click on the cell that shows what the test was out of. Click OK. Click on the answer cell and then the formet cell button. Choose % as the format.

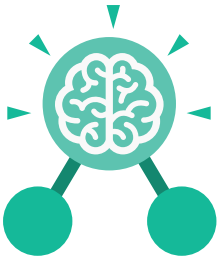### Which tools would you use to create a timed times tables test in 2Calculate?

You could use the random tool, the spin tool, the equal tool and the timer tool.

Give an example of the data that could be best represented by a line graph.

Data where both axes will contain continuous data so that you can see trends in the data. Such as ages and heights, time and temperature, years and costs.

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.

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Unit: 4.2
Online Safety

Key Learning

- To understand how children can protect themselves from online identity theft.
- To understand that information put online leaves a digital footprint or trail and that this can aid identity theft.
- To identify the risks and benefits of installing software including apps.
- To understand that copying the work of others and presenting it as their own is called 'plagiarism' and to consider the consequences of plagiarism.
- To identify appropriate behaviour when participating or contributing to collaborative online projects for learning.
- To identify the positive and negative influences of technology on health and the environment.
- To understand the importance of balancing game and screen time with other parts of their lives.

Key Questions
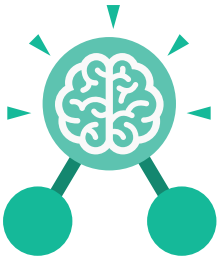
What is meant by a digital footprint?

A digital footprint is the information that exists about a person based upon sites that they have visited, searches that they have done, information that they have shared and other online behaviours.

What is SPAM?

SPAM messages are emails or online messages sent from a computer to many other users. The users are sent the email without requesting it. The purpose of SPAM is for advertising, phishing or malware.

What is meant by plagiarism?

Plagiarism refers to using someone else's work and claiming it to be your own.

Key Resources

purple mash

2Connect   2Investigate   SPAM

2 simple

Unit: 4.2
Online Safety

Key Vocabulary

Computer virus
A piece of code which can copy itself and typically has a damaging effect on the device, such as corrupting the system or destroying data.

Cookies
A small amount of data generated by a website and saved by a web browser. Its purpose is to remember information about the user.

Copyright
When the rights to something belong to a specific person.

Digital footprint
The information about a person that exists on the Internet as a result of their online activity.

Email
Messages sent by electronic means from one device to one or more people.

Identity theft
When a person pretends to be someone else.

Malware
Software that is specifically designed to disrupt, damage, or gain unauthorized access to a computer system.

Phishing
Practice of sending email pretending to be from reputable companies in order to persuade individuals to reveal personal information, such as passwords and credit cards numbers.

Plagiarism
When you use someone else's words or ideas and pass them off as your own.

Spam
Messages sent over the Internet, typically to many users, for the purposes of advertising, phishing or spreading malware.

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