

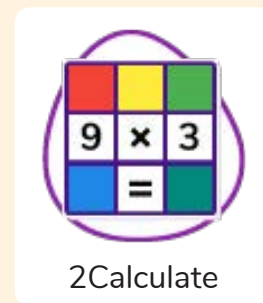


Unit: 2.3 Spreadsheets

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.
- To use 2Calculate to collect data and produce a graph.

Key Resources



Key Questions

Why would you copy and paste when using a spreadsheet?

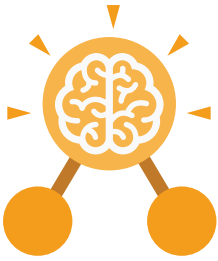
You might want to rearrange the information in the spreadsheet. It will save you entering the same information many times if you want to repeat things in different cells.

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?

			Jan		
	Ming		Maia		
	Meer		Katie		Noah
Leonard	Zack		Oscar	Mohammed	Casey
Petra	Jay	Harriet	Ishaq	Rina	Eve
		Favourite	Pets		



Unit: 2.3

Spreadsheets

Key Vocabulary

Backspace key

Use this key to delete the character before the current cursor position.

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.

Count Tool

In 2Calculate, this counts the number of cells with a value that matches the value of the cell to the left of the tool.

Delete key

Use this key to remove the contents of a cell.

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.

Image Toolbox

Use this to insert images into cells.

Lock tool

This tool prevents cell values being changed.

Move cell tool

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

Rows

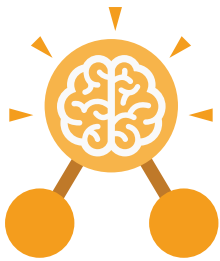
Vertical reference points for the cells in a spreadsheet.

Speak Tool

This tool will speak the contents of a cell containing a number each time the value changes.

Spreadsheet

A computer program that represents information in a grid of rows and columns.



Unit: 2.3

Spreadsheets

Key Images



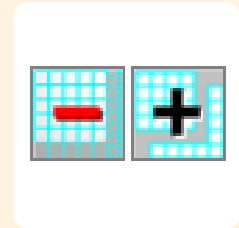
Open, close or share a file



Save your work



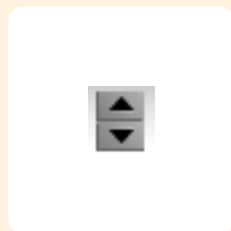
Open a previously saved file



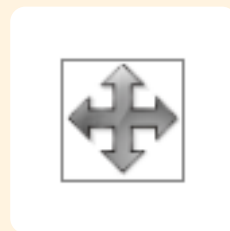
Increase or decrease spreadsheet size



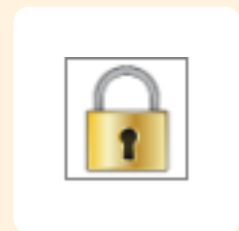
The 2Calculate toolbox



The 2Calculate control toolbox



Move cell tool



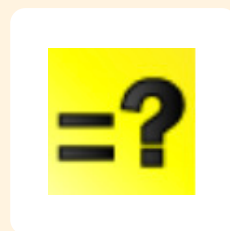
Lock cell tool



Speak tool



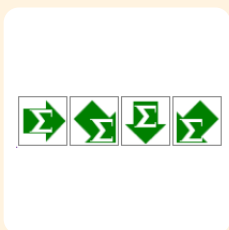
Count tool



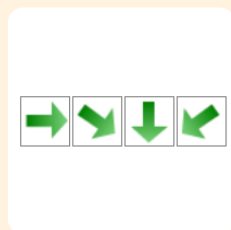
Equals



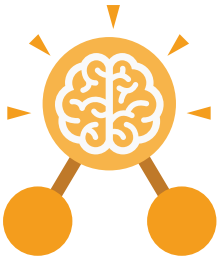
2Calculate totalling toolbox



Totalling



Copying



Unit: 2.2 Online Safety

Key Learning

- To know how to refine searches using the Search tool.
- To use digital technology to share work on Purple Mash to communicate and connect with others locally.
- To have some knowledge and understanding about sharing more globally on the Internet.
- To introduce Email as a communication tool using 2Respond simulations.
- To understand how we should talk to others in an online situation.
- To open and send simple online communications in the form of email.
- To understand that information put online leaves a digital footprint or trail.
- To identify the steps that can be taken to keep personal data and hardware secure.

Key Resources



Sharing



2Email

Key Vocabulary

Search

Look for information (in a database or the World Wide Web) using a search engine.

Displayboard

In Purple Mash, this is a tool that enables you to share work with a wide audience.

Internet

A way to send information from one computer to another anywhere in the world using technology such as phones, satellites and radio links.

Sharing

Post or repost (something) on a website.

Email

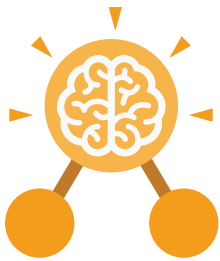
Messages distributed by electronic means from one computer user to one or more people.

Attachment

A computer file sent with an email.

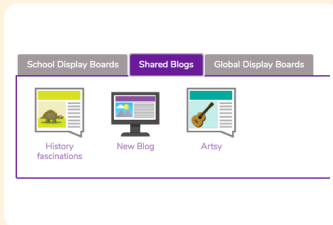
Digital Footprint

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

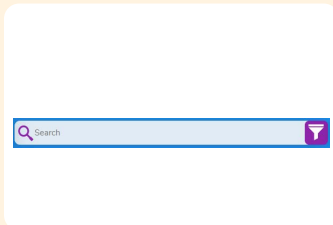


Unit: 2.2 Online Safety

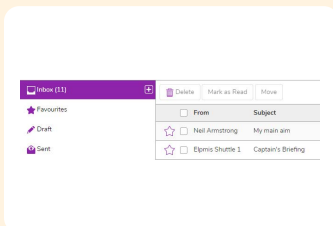
Key Images



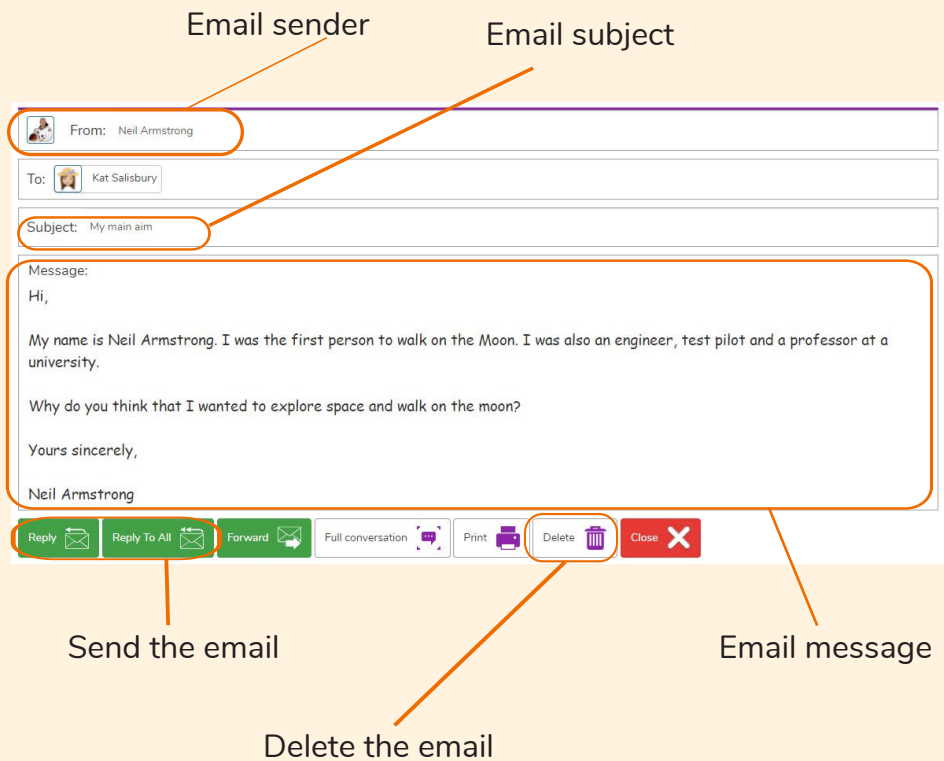
Display board



Search Bar



Inbox



Key Questions

Why is a search bar useful?

The search bar on Purple Mash or on a website helps the user to quickly find the resources they are looking for.

What is an email?

An email is a way of sending messages electronically from one device to another. An email can have items such as pictures and videos attached to it.

What is meant by my Digital Footprint?

A digital footprint is a term used to describe the traces of yourself that you leave online. With every website you visit, you leave a trail or footprint showing that you've been there.