Spring 1   Year 4 Spreadsheets

Key Vocabulary

Average – Symbols used to represent comparing two values

Advance mode – A mode of 2Calculate 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.

Key Images

Open the main menu	
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 Ctrl + C	To cut Ctrl + X	To paste Ctrl + V

National Curriculum Links

- Select, use and combine a variety of software (including internet services) on a range of digital devices to design and create a range of programs, systems and content that accomplish given goals, including collecting, analysing, evaluating and presenting data and information.

Key Resources

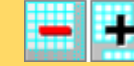purple mash → 2Calculate