



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 Toolbar - Use this to insert images into cells.

Lock tool - This tool prevents cell values being changed.

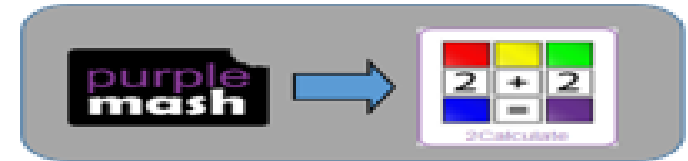
Move cell tool - This tool makes a cell's contents moveable by drag-and-drop methods.

Rows - Vertical reference points for the cells in a spreadsheet.

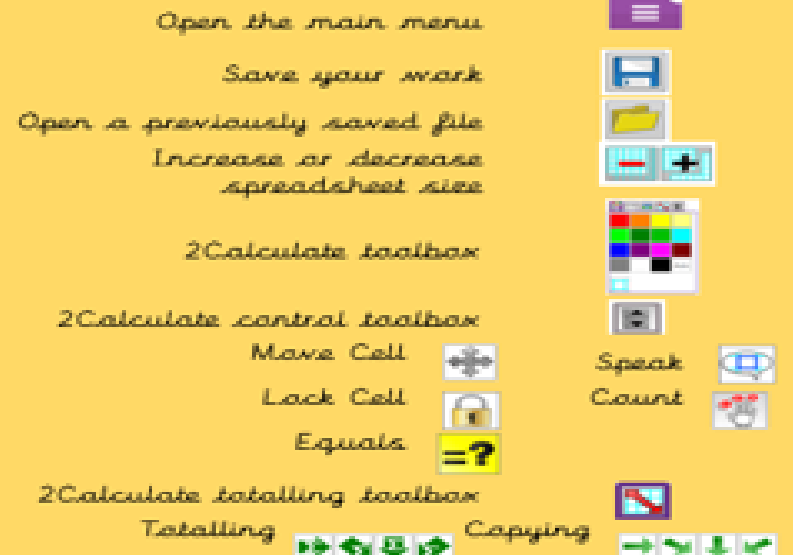
Speak Tool - This tool will speak the contents of a cell containing a number each time the value changes.

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

Key Resources



Key Images



Key Questions

- Why would you copy and paste when using a spreadsheet?
- How could a spreadsheet help you when you are planning some shopping?
- Answer questions about a graph- which pet is most popular?

Focus	Small Steps	Comment	
Spreadsheets	I can use 2Calculate image, lock, move cell, speak and count tools to make a counting machine.	Self-Assessment : <div style="display: flex; flex-direction: column; align-items: center;"> <div style="border: 1px solid black; width: 30px; height: 30px; margin-bottom: 2px; text-align: center;">😊</div> <div style="border: 1px solid black; width: 30px; height: 30px; margin-bottom: 2px; text-align: center;">😐</div> <div style="border: 1px solid black; width: 30px; height: 30px; text-align: center;">☹️</div> </div>	Teacher Assessment: <div style="display: flex; flex-direction: column; align-items: center;"> <div style="border: 1px solid black; width: 30px; height: 30px; margin-bottom: 2px; text-align: center;">😊</div> <div style="border: 1px solid black; width: 30px; height: 30px; margin-bottom: 2px; text-align: center;">😐</div> <div style="border: 1px solid black; width: 30px; height: 30px; text-align: center;">☹️</div> </div>
	I can learn how to copy and paste in 2Calculate.	Self-Assessment : <div style="display: flex; flex-direction: column; align-items: center;"> <div style="border: 1px solid black; width: 30px; height: 30px; margin-bottom: 2px; text-align: center;">😊</div> <div style="border: 1px solid black; width: 30px; height: 30px; margin-bottom: 2px; text-align: center;">😐</div> <div style="border: 1px solid black; width: 30px; height: 30px; text-align: center;">☹️</div> </div>	Teacher Assessment: <div style="display: flex; flex-direction: column; align-items: center;"> <div style="border: 1px solid black; width: 30px; height: 30px; margin-bottom: 2px; text-align: center;">😊</div> <div style="border: 1px solid black; width: 30px; height: 30px; margin-bottom: 2px; text-align: center;">😐</div> <div style="border: 1px solid black; width: 30px; height: 30px; text-align: center;">☹️</div> </div>
	I can use the totalling tools. I can use a spreadsheet for money calculations. .	Self-Assessment : <div style="display: flex; flex-direction: column; align-items: center;"> <div style="border: 1px solid black; width: 30px; height: 30px; margin-bottom: 2px; text-align: center;">😊</div> <div style="border: 1px solid black; width: 30px; height: 30px; margin-bottom: 2px; text-align: center;">😐</div> <div style="border: 1px solid black; width: 30px; height: 30px; text-align: center;">☹️</div> </div>	Teacher Assessment : <div style="display: flex; flex-direction: column; align-items: center;"> <div style="border: 1px solid black; width: 30px; height: 30px; margin-bottom: 2px; text-align: center;">😊</div> <div style="border: 1px solid black; width: 30px; height: 30px; margin-bottom: 2px; text-align: center;">😐</div> <div style="border: 1px solid black; width: 30px; height: 30px; text-align: center;">☹️</div> </div>
	I can use the 2Calculate equals tool to check calculations.	Self-Assessment : <div style="display: flex; flex-direction: column; align-items: center;"> <div style="border: 1px solid black; width: 30px; height: 30px; margin-bottom: 2px; text-align: center;">😊</div> <div style="border: 1px solid black; width: 30px; height: 30px; margin-bottom: 2px; text-align: center;">😐</div> <div style="border: 1px solid black; width: 30px; height: 30px; text-align: center;">☹️</div> </div>	Teacher Assessment : <div style="display: flex; flex-direction: column; align-items: center;"> <div style="border: 1px solid black; width: 30px; height: 30px; margin-bottom: 2px; text-align: center;">😊</div> <div style="border: 1px solid black; width: 30px; height: 30px; margin-bottom: 2px; text-align: center;">😐</div> <div style="border: 1px solid black; width: 30px; height: 30px; text-align: center;">☹️</div> </div>
	I can use 2Calculate to collect data and produce a graph.	Self-Assessment : <div style="display: flex; flex-direction: column; align-items: center;"> <div style="border: 1px solid black; width: 30px; height: 30px; margin-bottom: 2px; text-align: center;">😊</div> <div style="border: 1px solid black; width: 30px; height: 30px; margin-bottom: 2px; text-align: center;">😐</div> <div style="border: 1px solid black; width: 30px; height: 30px; text-align: center;">☹️</div> </div>	Teacher Assessment : <div style="display: flex; flex-direction: column; align-items: center;"> <div style="border: 1px solid black; width: 30px; height: 30px; margin-bottom: 2px; text-align: center;">😊</div> <div style="border: 1px solid black; width: 30px; height: 30px; margin-bottom: 2px; text-align: center;">😐</div> <div style="border: 1px solid black; width: 30px; height: 30px; text-align: center;">☹️</div> </div>