

Summer 1 Year 1 Spreadsheets

Vocabulary

Arrow keys – On a standard keyboard these can be used to move around the cells of a spreadsheet.

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

Cursor – An indicator on a computer screen identifying the point that will be affected by input from the user. Often a blinking vertical line.

Columns – Vertical reference points for the cells in a spreadsheet.

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

Clipart - Simple pictures and symbols available for computer users to add to documents.

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.

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 - Horizontal reference points for the cells in a

Sequence of Learning

To know what a spreadsheet program looks like.

How to open 2Calculate in Purple Mash.

How to enter data into spreadsheet cells.

To use 2Calculate image tools to add clipart to cells.

To use 2Calculate control tools: lock, move cell, speak and count.

National Curriculum Links

- Use technology purposefully to create, organise, store, manipulate and retrieve.
- use logical reasoning to predict the behaviour of simple programs

Key Questions


- What does a spreadsheet look like?
- How could you use a spreadsheet to add up values?
- How could you use the speak and count tools?

Key Images

Open the main menu 

Save your work 

Open a previously saved file 

Increase or decrease spreadsheet size 

The 2Calculate toolbox 

The 2Calculate image toolbox 

Clipart Picker 

The 2Calculate control toolbox 

Move Cell tool 

Speak tool 

Lock Cell tool 

Count tool 

Key Resources

purple
mash



2Calculate