

Key Vocabulary

Advance Mode	A mode of 2Calculate in which the cells have references and can include formulae.
Bar graph	A chart that uses bars to show quantities or numbers, so they can be easily compared.
Equals	This symbol shows that numbers or number sentences either side are equal in value.
Data	A collection of information, especially facts or numbers, obtained by observation, questions or measurement to be analysed and used to help decision-making.
Cell Address	Every cell has an address. This can be found by reading the column letter then row number.
Columns	Boxes running vertically in a spreadsheet.
Less than	This symbol shows that a number to the left of it has less value than one to the right.
More than	This symbol shows that a number to the left of it has greater value than one to the right.
More than, less than & Equal tool	This highlights either more than (>), less than (<) or equals (=) symbols according to which numbers are needed either side of it.
Pie chart	A circular chart divided into segments which each represent a part of the total amount.
Quiz Tool	This can be used after the equals sign or instead of a number in a calculation. If you input the correct answer it will disappear.
Spin tool	Clicking on this in a cell will increase or decrease the value in the cell to the right by 1.
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.
Table	An organised display of information laid out in rows and columns.

Key Question

Explain how you would collect data to find our children's favourite school subjects. What sort of graph would you create?



Label one column 'Subject' and list the subjects in this column. In the cells to the right put in the number of children who like this subject. Use the chart button to automatically create a chart. A pie chart would be a suitable choice.

Important icons

Open, close or share a file.



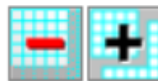
Save your work.



Open a previously saved file.



Increase or decrease spreadsheet size.



The 2 Calculate Toolbox.



2 Calculate control toolbox.



Move cell tool.



Chart control



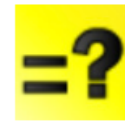
Logic



Spin



Equals



Advanced Mode



Is less than



Is more than



Is equals to



Key Questions



How can you make a 3 times table machine using the spin tool? Could you use the equals tool to check your answer?

Put the spin tool in the left most cell of a row. Type 0×3 in the next three cells. Put an equals tool in the next cell in the row. When you spin the spin tool, the question will change. Enter the answer and the equals tool will tell you if it is correct.

Explain how you would locate a cell in the advanced mode?

Cells in advanced mode have rows labelled with numbers, and columns labelled with letters. So, each cell has a number and letter. For example, A1 or D7.