

Our Key Words

Button- An object you can click that performs an action.

Calculations- Maths calculations can be entered into a cell.

Cell- An individual section of a spreadsheet grid.

Clip-art- A library of images that a user can choose from and insert in a file.

Column- Boxes running vertically in a spreadsheet.

Count tool- A tool which counts the number of cells with a value.

Data- A collection of information, used to help answer questions.

Delete- removes content,

Image- A drawing or photograph

Lock cell- A tool where you can lock a cell so it can't be deleted.

Move cell- A tool which lets a user move the contents of a cell to a new cell.

Row- Boxes running horizontally in a spreadsheet.

Speak tool- A tool which speaks the content of a cell containing a number.

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

Value- Images can have values given to them.



Key Images



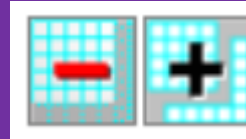
Open, close or share a file



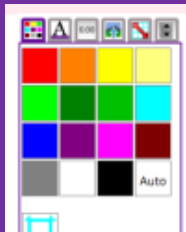
Save your work



Open a previously saved file



Increase or decrease size



2 Calculate toolbox



2Calculate image toolbox



Clipart picker



2Calculate control toolbox



Move cell tool



Lock Cell tool



Speak tool



Count tool

Key Question



What does a spreadsheet look like?

It has a grid of cells. These are in rows and columns. These cells can be coloured, and you can type into them.

