



Unit:
Spreadsheets

Concept: **Unit: 3.3
Spreadsheets**

Subject:
Computing

Key Questions

Explain how you would collect data to find out 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.

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 x 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.

Key Learning

- To use the symbols more than, less than and equal to, to compare values.
- To use 2Calculate to collect data and produce a variety of graphs.
- To use the advanced mode of 2Calculate to learn about cell references.

Key Resources



2Calculate

Key Images

Open, close or share a file

Save your work

Open a previously saved file

Increase or decrease spreadsheet size

The 2Calculate toolbox

The 2Calculate control toolbox

Move cell tool

Chart control

Logic

Spin

Equals

Advanced mode

Is less than

Is more than

Is equal to

What?
Key Vocabulary

Spelling	Definition/Sentence
Data	A collection of information, especially facts and numbers.
Cell address	Every cell has an address. This can be read by reading the letter across and then the number down.
Bar graph	A chart that uses bars to represent quantities and numbers.
Pie chart	A circular chart that is divided into segments which each represent a part of the total amount.
Spreadsheet	A computer programme that represents information in a grid of rows and columns.
Table	An organised display of information laid out in rows and columns.

Sequence of lessons

Lesson	Objective
1	Creating pie charts and bar charts.
2	'More than', 'less than' and 'spin button' tools.
3	Cell addresses