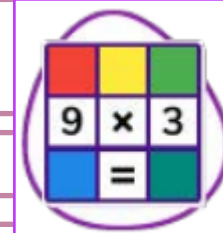


# Merry Hill Infant School and Nursery - Knowledge organiser

## Computing



2Calculate

**Topic: Spreadsheets**

**Year Group : 1**

**Term: Summer 1**

### Key Knowledge

How can we calculate when using 2calculate?

We can use the numbers and symbols to calculate. The spreadsheet works out the answer for us.

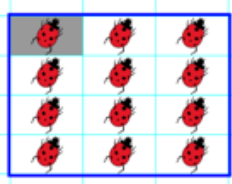
3	+	2	=	5
8	+	2	=	10

How do I insert images?



How do I select more than 1 cell at a time?

Click on one cell. Keep the mouse or your finger held down and drag it to cover all the cells you want selected.



How do I move something from one space to another?

Click on the last tab in the tool box.



Click on this button to make the item moveable.



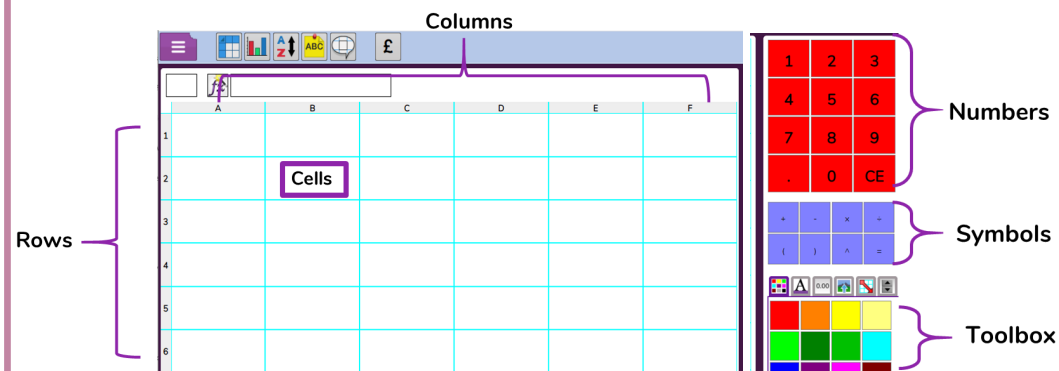
To lock an image in place use this button



### Key Vocabulary

<b>Cell</b>	A cell is one square on the spreadsheet. Cells can contain words, numbers, colours and symbols.
<b>Columns</b>	The boxes that go down in a table.
<b>Image</b>	A picture or photograph of a person or thing.
<b>Row</b>	The boxes that run side to side in a table.
<b>Spreadsheet</b>	A spreadsheet is a tool that can be used to organise information.
<b>Value</b>	How much something is worth.

Spreadsheets are made up of rows (going across) and columns (going up and down).



Counting tool



Speaking tool



To change the size of the spreadsheet

