| Topic: Spreadsheets | Year Group : 2 | Term: Spring 1 |

Key Knowledge

What are spreadsheets used for?	Storing and organising records about people e.g. names, ages, classes	Calculating information e.g. counting the number of something	Displaying charts

How do I select more than 1 cell at a time?	Click on one of the cells you want to select. Keep the mouse or your finger held down and drag it to cover all the cells you want selected.

How do I drag something from one cell to another?	Click on the last tab in the tool box. Click on this image to make the item draggable.

How do I insert images?	Set Image
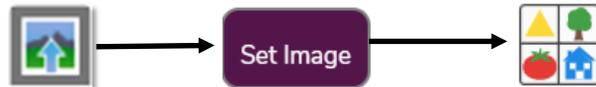
| How can we calculate when using 2calculate?	We can use the symbols to calculate 15 + 12 = 27 Or Click on the totals tab, then choose the correct totalling arrow 4 7 5 ⤵ 16

Counting tool	Speaking tool	To change the size of the spreadsheet
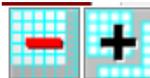
Key Vocabulary

Block Graph	A graph that displays data with blocks.
Cell	A cell is one square on the spreadsheet. Cells can contain words, numbers, colours and symbols.
Data	A collection of information, collected by observing, asking questions or measuring things.
Spreadsheet	A spreadsheet is a tool that can be used to organise information.
Table	Tables are a neat way to display data. They have headings.

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