Meadows First School Computing Curriculum

Year 3 Knowledge Organisers

Unit 3.3 SPREADSHEETS

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

purple mash → 2Calculate

Key Vocabulary

< > = – Symbols used to represent comparing two values. a < b means 'a is less than b'. a > b means 'a is greater than b'. a = b means 'a is equal to b'. These can be combined, for example a =< b means 'a is equal to or less than b'.

Advance mode – A mode of 2Calculate in which the cells have references and can include formulae.

Copy and Paste – A way to copy information from the screen into the computer's memory and paste it elsewhere without re-typing.

Columns – Vertical reference points for the cells in a spreadsheet.

Cells – An individual section of a spreadsheet grid. It contains data or calculations.

Delete key - Use this key to remove the contents of a cell.

Equals tool – tests whether the entered calculation in the cells to the left of the tool has the correct answer in the cell to the right of the tool.

Move cell tool – This tool makes a cell's contents moveable by drag-and-drop methods.

Rows - Vertical reference points for the cells in a spreadsheet.

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.

Meadows First School Computing Curriculum

Year 3 Knowledge Organisers

Unit 3.3 SPREADSHEETS

Key Images

Open the main menu

Save your work

Open a previously saved file

Increase or decrease spreadsheet size

2Calculate toolbox

Chart control

2Calculate control toolbox

Move Cell

Logic

Equals

Spin

Is less than

Is more than

Is equal to

Advanced mode

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.