



# Meadows First School Computing Curriculum

## Year 4 Knowledge Organisers

### Unit 4.3 SPREADSHEETS



#### Key Learning

Formatting cells as currency, percentage, decimal to different decimal places or fraction.

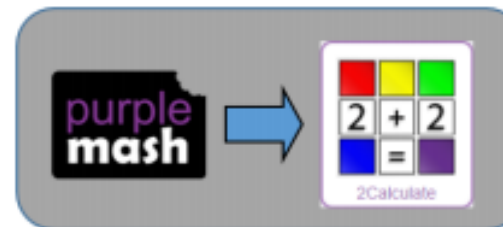
Using the formula wizard to calculate averages.

Combining tools to make spreadsheet activities such as timed times tables tests.

Using a spreadsheet to model a real-life situation.

To add a formula to a cell to automatically make a calculation in that cell.

#### Key Resources



#### Key Vocabulary

**Average** – Symbols used to represent comparing two values

**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.

**Charts** – Use this button to create a variety of graph types for the data in the spreadsheet.

**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.

**Formula** – Use the formula wizard or type into the formula bar to create a formula in a cell, this will calculate the value for the cells based upon the value of other cells in the spreadsheet.

**Formula Wizard** – The wizard guides you in creating a variety of formulae for a cell such as calculations, totals, averages, minimum and maximum for the selected cells.

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

**Random tool** – Click to give a random value between 0 and 9 to the cell.

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

**Spin Tool** – Adds or subtracts 1 from the value of the cell to its right.

**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.

**Timer** – When placed in the spreadsheet, click the timer to adds 1 to the value of the cell to its right every second until it is clicked again.



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#### Key Images


#### Key Questions


Open the main menu 


Save your work 


Open a previously saved file 

Increase or decrease spreadsheet size 

Advanced mode 

Formula wizard 

Format cell toolbox 

Charts 







Totals toolbox 


Image Tools 


Controls Toolbox 


Random number 


Spin 

Equals 

Timer 

To copy 

To cut 

To paste 

How would you add a formula so that the cell shows the percentage score for a test?

Click on the cell where you want the percentage score to be displayed then click the formula wizard button. Select the cell with the score, choose the divide symbol and select the total score cell.

Which tools would you use to create a times tables test in 2calculate?

Random tool, spin tool, equal tool and timer tool

What sorts of data groups would be best represented by a line graph?

Data where both axis show continuous data

Give a real life scenario you could use a spreadsheet for?  
Budgeting for a party, monitoring spending pocket money etc.