Meadows First School Computing Curriculum
Year 3 Knowledge Organisers
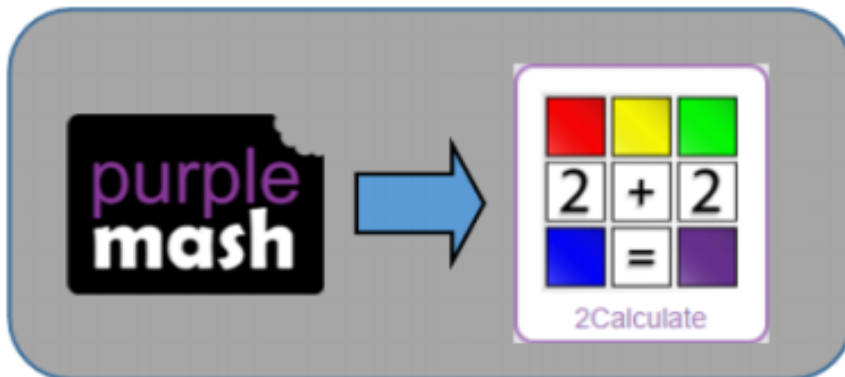## Unit 3.3 SPREADSHEETS

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

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.

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Key Images
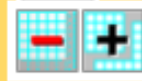
Open the main menu

Save your work

Open a previously saved file

Increase or decrease spreadsheet size

2Calculate toolbox

Chart control

2Calculate control toolbox

Move Cell

Equals

Logic

Spin

Is less than

Is more than

Is equal to

Advanced mode

Key Questions

How would you identify a cell in advanced mode?

Each cell in advanced mode has a lettered column and numbered row such as D4 and A2

Name 3 different types of chart/graph you can create from a spreadsheet of data?

Pie chart, bar graph, scatter graph, block graph.

How can you make information easier to understand in a spread sheet?

Label columns and rows with key words, change colours of cells, rows or columns to split up your spreadsheet.