



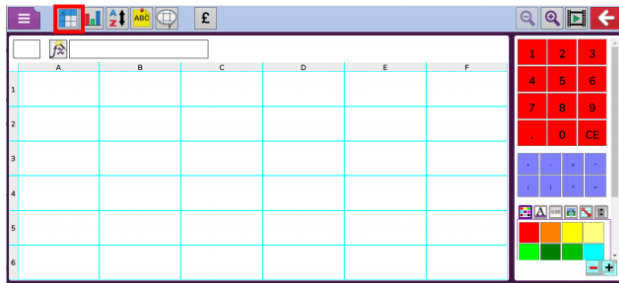
# Mossfield Primary School Knowledge Organiser



Year 1 — **Spreadsheets**. A spreadsheet is a computer program that represents information in a grid of rows and columns.

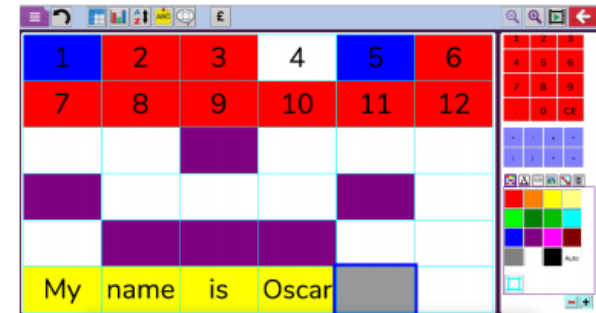
## Key Learning

To know what a spreadsheet program looks like.



How to open 2Calculate in Purple Mash.

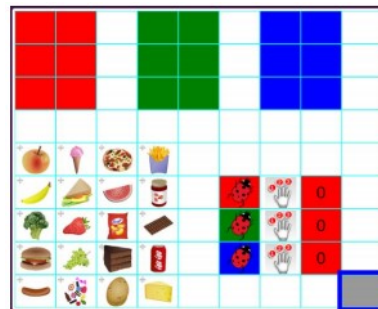
How to enter data into spreadsheet cells.



To use image tools to add clipart to cells.



To use 2Calculate control tools: lock, move cell, speak and count.



# Key Vocabulary

Arrow keys	On a standard keyboard these can be used to move around the cells of a spreadsheet.
Backspace key	Use this key to delete the character before the current cursor position.
Cells	An individual section of a spreadsheet grid. It contains data or calculations.
Clipart	Simple pictures and symbols available for computer users to add to documents.
Columns	Vertical reference points for the cells in a spreadsheet.
Cursor	An indicator on a computer screen identifying the point that will be affected by input from the user. Often a blinking vertical line.
Delete key	Use this key to remove the contents of a cell.
Image Toolbox	Use this to insert images into cells.
Lock tool	This tool prevents cell values being changed.
Move cell tool	This tool makes a cell's contents moveable by drag-and-drop methods.
Rows	Horizontal reference points for the cells in a spreadsheet.
Speak tool	This tool will speak the contents of a cell containing a number each time the value changes.