



# Mossfield Primary School Knowledge Organiser



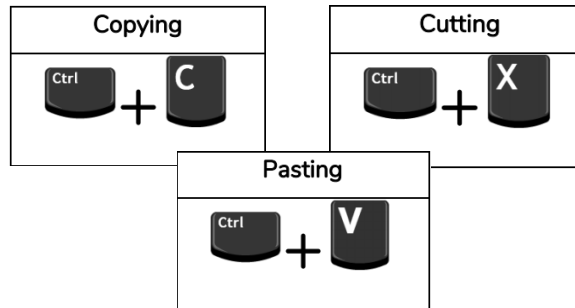
Year 2 — **Spreadsheets**. A spreadsheet is a computer program that represents information in a grid of rows and columns. Spreadsheet software includes Microsoft Excel, 2Calculate and Google Sheets.

## Key Learning

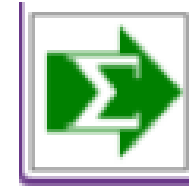
To use 2Calculate image, lock, move cell, speak and count tools to make a counting machine.

		1
		1
		1

To learn how to copy and paste in 2Calculate.



To use the totalling tools.



To use a spreadsheet for money calculations.

	12p
	45p
	75p

To use the 2Calculate equals tool to check calculations.

		+		+			0.12		
		+		+			0.75		

To use 2Calculate to collect data and produce a graph.

Favourite	IceCream	Flavours					
Pam	Karen	Anji					
Dan	Susie	Zoe					
Jageet	James	Anika					
x	x	x					
x	x	x					
x	x	x					
x	x	x					
x	x	x	Vanilla	Chocolate	Strawberry	Mint	Pistachio

# Key Vocabulary

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.
Columns	Vertical reference points for the cells in a spreadsheet.
Copy and Paste	A way to copy information from the screen into the computer's memory and paste it elsewhere without re-typing.
Count Tool	In 2Calculate, this counts the number of cells with a value that matches the value of the cell to the left of the tool.
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.
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.
Spreadsheet	A computer program that represents information in a grid of rows and columns.