



Mossfield Primary School Knowledge Organiser



Year 3 — **Spreadsheets**. A spreadsheet is a computer program that represents information in a grid of rows and columns. 2Calculate and Excel are types of software that can be used.

Key Learning

To use the symbols more than, less than and equal to, to compare values.



Is less than



Is more than



Is equal to

To use **2Calculate** to collect data and produce a variety of graphs.



To use the advanced mode of **2Calculate** to learn about cell references.



Advanced mode

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 $a \leq b$ means 'a is equal to or less than b'.
Advanced mode	A mode of 2Calculate in which the cells have references and can include formulae.
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.
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	Horizontal reference points for the cells in a spreadsheet.