

Unit: 4.3 – Spreadsheets Knowledge Organiser

	Key Learning
Lesson 1: Y4 - IT1 (KPI) , Y4 - IT4, Y4 - IT5	Formula Wizard and Formatting Cells
Lesson 2: Y4 - IT1 (KPI) , Y4 - IT4, Y4 - IT5	Using the Timer and Spin Buttons
Lesson 3: Y4 - IT1 (KPI) , Y4 - IT4, Y4 - IT5	Line Graphs
Lesson 4: Y4 - IT1 (KPI) , Y4 - IT4, Y4 - IT5	Using a Spreadsheet for Budgeting
Lesson 5 & 6: Y4 - IT1 (KPI) , Y4 - IT4, Y4 - IT5	Exploring Place Value with a Spreadsheet

Average – A number expressing the typical value in a set of data. Also known as the mean. It is calculated by dividing the sum of the values in the set by their number.

Budget - The amount of money available to spend on a project.

Column - Boxes running vertically in a spreadsheet.

Chart - A diagram that represents data. Charts include graphs and other diagrams such as pie charts or flowcharts.

Data - A collection of information, especially facts or numbers, obtained by observation, questions or measurement to be analysed and used to help decision-making.

Decimal place - The position of a digit to the right of a decimal point. In 2Calculate, the number of decimal places to be displayed can be chosen.

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.

Format Cell - The way that data is displayed in a cell. For example using units such as £ or \$.

Formula Wizard - 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.

Line graph - A line graph is used to display information which can change over time. For example, temperature at different times of the day.

Percentage - 'per' 'cent' means number of parts per hundred.

Place value - This is the value of each digit within a number. For example 354, the 3 = 3 hundreds, the 5 = 5 tens and the 3 = 3 ones.

Random Number Tool - This tool, when clicked, will generate a random number.
Row - Boxes running horizontally in a spreadsheet.

Spin Tool - This tool changes a number to the right of it by one each time an arrow is pressed.

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

Key Images

Open, close or share a file



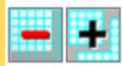
Save your work



Open a previously saved file



Increase or decrease spreadsheet size



Advanced Mode



Formula Wizard



Totals toolbox



Image tools



Controls toolbox



Random number



Spin



Equals



Charts



Format cell toolbox



Timer



Key Questions

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. Click on the cell that contains the score. Choose the \div operation then click on the cell that shows what the test was out of. Click OK. Click on the answer cell and then the format cell button. Choose % as the format.

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

You could use the random tool, the spin tool, the equal tool and the timer tool.

Give an example of the data that could be best represented by a line graph.

Data where both axes will contain continuous data so that you can see trends in the data. Such as ages and heights, time and temperature, years and costs.

Explain what a spreadsheet model of a real-life situation is and what it can be used for?

It represents the data of a situation for example budgeting for a party, working out how big a field needs to be for a certain number of animals, working out how to spend your pocket money over time.