



Subject	Computing	Theme	Spreadsheets	Term	3
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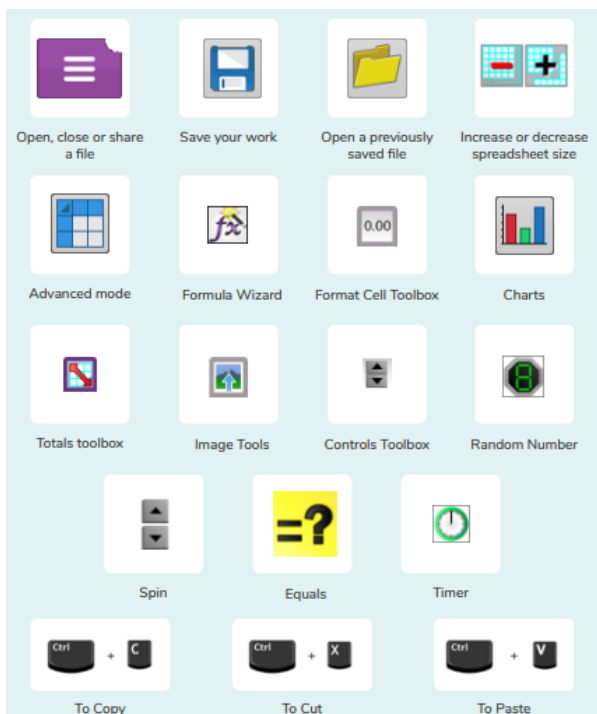
What should I know by the end of the unit?

- To format cells as currency, percentage, decimal to different decimal places or fraction.
- To use the formula wizard to calculate averages.
- To combine tools to make spreadsheet activities such as timed times tables tests.
- To use a spreadsheet to model a real-life situation.
- To add a formula to a cell to automatically make a calculation in that cell.

What should I already know?

- How to use the symbols more than, less than and equal to, to compare values.
- How to use 2Calculate to collect data and produce a variety of graphs.
- How to use the advanced mode of 2Calculate to learn about cell references.

Key images



Key Vocabulary

Average	Symbols used to represent comparing two values.
Advanced 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 everywhere 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.
Charts	Use this button to create a variety of graph types for the data in the spreadsheet.
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.
Formula	Use the formula wizard to 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.
Formula Wizard	The wizard guides you in creating a variety of formulae for a cell such as calculations, totals, averages, minimum and maximum for the selected cells.
Move Cell Tool	This tool makes a cell's contents moveable by drag-and-drop methods.
Random Tool	Click to give a random value between 0 and 9 to the cell.
Rows	Vertical reference points for the cells in a spreadsheet.
Spin Tool	Adds or subtracts 1 from the value of the cell to its right.
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.
Timer	When placed in the spreadsheet, click the timer to adds 1 to the value of the cell to its right every second until it is clicked again.