Knowledge Mat – Spreadsheets

Subject Specific Vocabulary				Sticky Knowledge
Arrow keys	On a standard keyboard these can be used to move around the cells of a spreadsheet.	**Move cell tool**	This tool makes a cell's contents moveable by drag-and-drop methods.	To use 2Calculate image, lock, move cell, speak and count tools to make a counting machine
Backspace key	Use this key to delete the character before the current cursor position.	**Rows**	Vertical reference points for the cells in a spreadsheet.	To learn how to copy and paste in 2Calulate
Cursor	An indictor on a computer screen identifying the point that will be affected by input from the user. Often a blinking vertical line.	**Speak tool**	This tool will speak the contents of a cell containing a number each time the value changes.	To use the totaling tools.
Columns	Vertical reference points for the cells in a spreadsheet.	**Spreadsheet**	A computer program that represents information in a grid or rows and columns.	To use a spreadsheet for money calculations.
Cells	An individual section of a spreadsheet grid. It contains data or calculations.	**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.	To use the 2Calculate equals tool to check calculations.
Clipart	Simple pictures and symbols available for computer users to add documents.	**Copy and paste**	A way to copy information from the screen into the computer's memory and paste it elsewhere without re-typing.	To use 2Calculate to collect data and produce a graph.
Count tools	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 the cell.	**Key Questions**		
Image toolbox	Use this to insert images into cells.	How would you copy and paste when using a spreadsheet ? You might want to rearrange the information in the spreadsheet. It will save you entering the same information many times if you want to repeat things in different cells.		
Lock tool	This tool prevents cell values being changed.	How could a spreadsheet help you when you are planning some shopping? You could use it to store the process and work out how much it would cost to buy the things that you wanted.		

SCHOOL READY, WORK READY, LIFE READY