Knowledge Mat – Spreadsheets

Subject Specific Vocabulary				Sticky Knowledge
Advanced mode	A mode in 2claulcte in which the cells have references and can include formulae.	**Move cell tool**	This tool makes a cell's contents moveable by drag-and-drop methods.	To use 2Calculate to collect data and produce a variety of graphs.
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.	**Rows**	Vertical reference points for the cells in a spreadsheet.	To learn how to copy and paste in 2Calulate
< > =	Symbols used to represent comparing of 2 values.	**Speak tool**	This tool will speak the contents of a cell containing a number each time the value changes.	To use the advanced mode of 2calculate to learn about cell references.
Columns	Vertical reference points for the cells in a spreadsheet.	**Spin tool**	Clicking on this in a cell will increase or decrease the value in the cell by the right by 1.	To use the symbols more than, less than, and equals to, to compare values.
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.
Spreadsheet	A computer program that represents information in a grid or rows and columns.	**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 the cell.	**Key Questions**		
Image toolbox	Use this to insert images into cells.	Explain how you would collect data to find out about children's favourite subject at school? Label one column 'subject' and list the other subjects in this column. In the cells to the right put in the number of children who like tis subject. Use the chart button to automatically create a chart. A pie chart would be a suitable choice.		
Lock tool	This tool prevents cell values being changed.	How can you make a 3 times table machine using the 'spin tool' ? Put the spin tool in the left most cell of a row. Type 0x3 in the next 3 cells. Put an equals tool in the next cell in the row. When you spin the spin tool, the question will change. Enter the answer and the equals tool will tell you if it is correct.		
		Explain how you would locate a cell in the advanced mode? Cells in advanced mode have rows labelled with numbers, and columns labelled with letters. So, each cell has a number and letter. For example, A1 or D7.		

SCHOOL READY, WORK READY, LIFE READY

Knowledge Mat – Touch Typing

Subject Specific Vocabulary		Sticky Knowledge
Posture	The correct way to sit at a computer	To introduce typing terminology
Top row keys	The keys on the top row of the keyboard	To understand the correct way to sit at the keyboard.
Space bar	The bar at the bottom of the keyboard	To understand how to use the home, top and bottom row keys.
Home row keys	The keys on the middle row of the keyboard	To practice typing using the left and right hand.
Bottom row keys	The keys on the bottom row of the keyboard	

Key Questions	
Why is it important to have a good posture at the computer ? A good posture is important to help you avoid any injuries from repeatedly working at the computer incorrectly.	Why should I type certain keys with certain fingers? Using specific keys with specific fingers allows you to type quickly.

Knowledge Mat – Email

Subject Specific Vocabulary				Sticky Knowledge
Communication	The sharing or exchanging information by speaking, writing or using such other medium like email.	**Compose**	To write or create something.	To think about different methods of communication.
Email	Messages sent by electronic means from device to one or more people	**Send**	To make an email be delivered to the email address it is addressed to.	To open and respond to an email using an address book.
Report to the teacher	A way in 2Email to tell the teacher if you have received an email that makes you fell upset or scared.	**Attachment**	A file, which could be a piece of work or a picture, that is sent with the email.	To learn how to email safely.
Address book	A list of people who you regularly send an email to.	**Save to draft**	Allows you to save an email that you are working on and send it later.	To add an attachment to an email.
Password	A secret word, phrase or combination of letters, numbers and symbols that must be used to gain admission to a site or application such as email.	**CC**	A way of sending a copy of your email to other people so that they can see the information in it.	To explore a simulated email scenario.
Formatting	Allows you to change the way the text of an email looks. Foe example, you can make the text bold or underline it.			

Key Questions
What is email ? Email is a method od sending electronic communication from one device to another.
What should I do if I receive an email that makes me upset or scared ? If you are at school, you should tell the teacher immediately. If you receive the message at home, then you tell your parent or guardian.
What information can I send in an email ? As well as sending a message, files such as photographs, videos, music and other resources can be attached to the email and sent to the receiver.