



Spreadsheets

2Calculate

2Calculate is the tool we use on Purple Mash to make spreadsheets.

We will be learning to:

- To use 2Calculate image, lock, move cell, speak and count tools to make a counting machine.
- To learn how to copy and paste in 2Calculate.
- To use the totalling tools.
- To use a spreadsheet for money calculations.
- To use the 2Calculate equals tool to check calculations.
- To use 2Calculate to collect data and produce a graph.



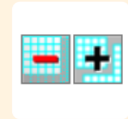
Open, close or share a file



Save your work



Open a previously saved file



Increase or decrease spreadsheet size



The 2Calculate toolbox



The 2Calculate control toolbox



Move cell tool



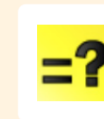
Lock cell tool



Speak tool



Count tool



Equals



2Calculate totalling tool

Key Images

Key Questions

Why 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.

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.

Look at the graph made in 2Calculate showing the class' favourite pets. Which is the most popular?



Key Words

Cell- An individual section of a spreadsheet grid. It contains data or calculations.

Column-Boxes running vertically in a spreadsheet.

Data-A collection of information, used to help answer questions.

Row-Boxes running horizontally in a spreadsheet.

Block Graph-This is a type of graph that displays data with blocks. These can be made using cells, colours and labels in 2Calculate.

Label- A way to identify data in a spreadsheet. For example, a label heading for ice cream flavours children like.

Total-In 2Calculate the total tool will calculate the total of all cells above, below or next to it dependent on which total tool used.

Count tool- In 2Calculate, this counts the number of cells with a value of the cell to the left of the tool.