



Computing

Key Words

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.

Column – Boxes running vertically in a spreadsheet.

Spreadsheet – A computer program that represents data in **cells** 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.

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

Formula – A group of letters, numbers, or other symbols which represents a scientific or mathematical rule. The plural for formula is formulae.

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.

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

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.

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.

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.

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

Random Number Tool – This tool, when clicked, will generate a random number.

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

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 4 = 4 ones.

Row – Boxes running horizontally in a spreadsheet.

Percentage – ‘per’ ‘cent’ means number of parts per hundred.

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.

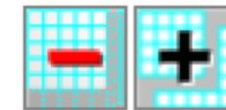
Key Images



Open a previously saved file



Charts



Increase or decrease spreadsheet size



Open, close of share a file



Formal cell toolbox



Spin



Save your work



Advanced mode



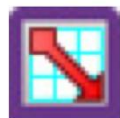
Image tools



Formula wizard



Controls toolbox



Totals toolbox



Timer



+



To cut



+



To copy



Random number



Equals



+



To paste

Key Learning

- 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 times table 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