



### Key Learning

- To understand what a spreadsheet is and how to navigate one using 2Calculate.
- To edit and improve a spreadsheet.
- To explore how spreadsheets can complete calculations automatically.
- To explore the range of tools available in 2Calculate.
- To create and interpret block diagrams from data.

### Key Resources



2Calculate

### Key Images



Simple Mode



Cell formatting toolbar



Money toolbar



Tools



Vertical Bar Chart

### Key Vocabulary

#### Axis/Axes

The straight lines on a chart that data is drawn against.

#### Cell

An individual box in a spreadsheet where you can type data.

#### Column

A line of cells that goes from top to bottom in a vertical direction (up and down).

#### Row

A line of cells running across the page in a horizontal direction (across).

#### Spreadsheet

A program that helps organise information in rows and columns.

#### Value

A number or symbol that represents an amount.

### Key Questions

#### Why do you use a spreadsheet?

A spreadsheet can be used to store and keep records, complete maths calculations, show data in tables and graphs and even help to plan events.

#### What is the difference between a row and a column?

Columns go up and down the spreadsheet (vertical), whereas rows go across (horizontal).

#### What is the 'controls toolbar'?

The controls toolbar is where all of the 2Calculate tools can be found.