

Key Vocabulary

Block Graph	A graph that displays data with blocks
Cell	An individual section of a spreadsheet grid
Column	Boxes running vertically (up and down) in a spreadsheet
Copy	To copy highlighted cells into a clipboard
Data	A collection of information
Row	Boxes running horizontally (side to side) in a spreadsheet
Label	A way to identify data in a spreadsheet
Table	A neat and organised way to display data

Open, close or share a file.

Save your work.

Open a previously saved file

Increase or decrease spreadsheet size

Key Learning

- 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 totalling tools
- To use a spreadsheet for money calculations
- To use the 2Calculate equals tool to check calculations
- To use 2 Calculations to collect data and produce a graph



Are you a Milecastle Megamind?

Why would you copy and paste when using a spreadsheet?

How could a spreadsheet help you plan some shopping?

Totalling

Copying

The 2Calculate toolbox

The 2Calculate control toolbox

Move cell tool

Lock cell tool

Speak tool

Count tool

Equals

2Calculate totalling toolbox