Amblecote Primary School—Knowledge Organisers

Phase: KS1	Subject: Computing	Focus: Spreadsheets	Term: Spring 2

Prior learning: What I should already know?

- How to log onto Purple Mash using my username and password.
- How to use arrow keys

By the end of the unit I should know...

- To know what a spreadsheet program looks like.
- To locate 2Calculate in Purple Mash.
- To enter data into spreadsheet cells.
- To use 2Calculate image tools to add clipart to cells.
- To use 2Calculate control tools: lock, move cell, speak and count

Vocabulary

Arrow Keys	On a standard keyboard these can be used to move around the cells of a spreadsheet.
Backspace	Use this key to delete the character before the current cursor position.
Cells	An individual section of a spreadsheet grid. It contains data or calculations.
Clipart	Simple pictures and symbols available for computer users to add to documents.
Count tool	In 2Calculate, this counts the number of cells with a value that matches the value of the cell to the left of the tool.
Columns	Vertical reference points for the cells in a spreadsheet.
Cursor	An indicator on a computer screen identifying the point that will be affected by input from the user. Often a blinking vertical line.
Delete Key	Use this key to remove the contents of a cell.
Image toolbox	Use this to insert images into cells.
Lock tool	This tool prevents cell values being changed.
Move cell tool	This tool makes a cell's contents moveable by drag-and-drop methods.
Speak tool	This tool will speak the contents of a cell containing a number each time the value changes
Spreadsheet	A computer program that represents information in a grid of rows and columns.