Year 2
Spreadsheets

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 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
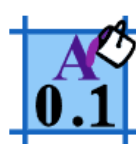A program that helps organise information in rows and columns.

Value
A number or symbol that represents an amount.

Key Images

Simple Mode

Cell formatting toolbar

Money toolbar

Tools

Vertical Bar Chart

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.