

# PURPLE MASH COMPUTING SCHEME OF WORK - KNOWLEDGE ORGANISER



## Unit: 4.3 – Spreadsheets

### **Key Learning**

Formatting cells as currency, percentage, decimal to different decimal places or fraction.

Using the formula wizard to calculate averages.

Combining tools to make spreadsheet activities such as timed times tables tests.

Using a spreadsheet to model a real-life situation.

To add a formula to a cell to automatically make a calculation in that cell.

### **Key Vocabulary**

#### Key Resources



<u>Average</u> – Symbols used to represent comparing two values

<u>Advance mode</u> – A mode of 2Calculate in which the cells have references and can include formulae.

<u>**Copy and Paste**</u> – A way to copy information from the screen into the computer's memory and paste it elsewhere without re-typing.

<u>Columns</u> – Vertical reference points for the cells in a spreadsheet.

<u>**Cells**</u> – An individual section of a spreadsheet grid. It contains data or calculations.

<u>Charts</u> – Use this button to create a variety of graph types for the data 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.

**Formula** – 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.

**Formula Wizard** – The wizard guides you in creating a variety of formulae for a cell such as calculations, totals, averages, minimum and maximum for the selected cells.

<u>Move cell tool</u> – This tool makes a cell's contents moveable by drag-anddrop methods.

**<u>Random tool</u>** – Click to give a random value between 0 and 9 to the cell.

<u>**Rows**</u> - Vertical reference points for the cells in a spreadsheet.

**<u>Spin Tool</u>** – Adds or subtracts 1 from the value of the cell to its right.

**Spreadsheet** - A computer program that represents information 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.

<u>**Timer</u>** – When placed in the spreadsheet, click the timer to adds 1 to the value of the cell to its right every second until it is clicked again.</u>



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#### **Key Images Key Questions** Click on the cell where you want the Open the main menu How would you add a percentage score to be displayed then formula so that the cell click the formula wizard button. Click on shows the percentage score Save your work the cell that contains the score. Choose for a test? the ÷ operation then click on the cell that Open a previously saved file shows what the test was out of. Click OK. Increase or decrease spreadsheet size Which tools would you use You could use the random tool, the spin to create a timed times tool, the equal tool and the timer tool. Advanced mode $\square$ tables test in 2Calculate? fx? Formula wizard 0.00 Format cell toolbox Data where both axes will contain Give an example of continuous data so that you can see the data that could Charts trends in the data. Such as ages and be best heights, time and temperature, years and represented by a **Totals toolbox** line graph. costs. **Image Tools** \* **Controls Toolbox** It represents the data of a situations for example budgeting for a party, working • Explain what a spreadsheet Random number Spin out how big a field needs to be for a model of a real-life situation certain number of animals, working out Timer is and what it can be used Equals how to spend your pocket money over for? То To copy To cut time. paste