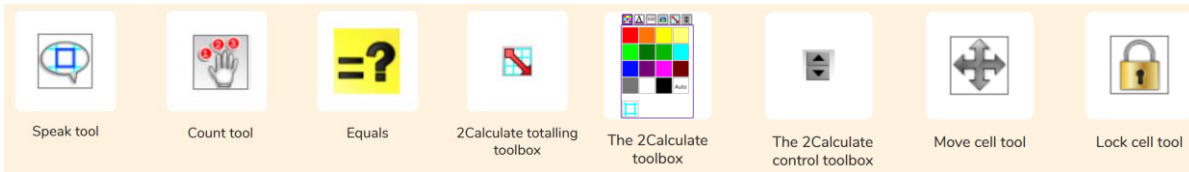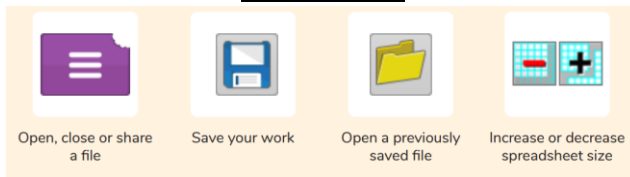## What should I already know?

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

What will I know at the end of the unit?

- I can use 2Calculate image, lock, move cell, speak and count tools to make a counting machine.
- I know how to copy and paste in 2Calculate.
- I can use the totalling tools.
- I can use a spreadsheet for money calculations.
- I can use the 2Calculate equals tool to check calculations.
- I can use 2Calculate to collect data and produce a graph.

Key Images

| Open, close or share a file | Save your work | Open a previously saved file | Increase or decrease spreadsheet size |

| Speak tool | Count tool | Equals | 2Calculate totalling toolbox | The 2Calculate toolbox | The 2Calculate control toolbox | Move cell tool | Lock cell tool |

| Totalling | Copying |

Key Vocabulary

Backspace key
Use this key to delete the character before the current cursor position.

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.

Move cell tool
This tool makes a cell's contents moveable by drag-and-drop methods.

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

Delete key
Use this key to remove the contents of a cell.

Rows
Vertical reference points for the cells in a spreadsheet.

Columns
Vertical reference points for the cells in a 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.

Speak Tool
This tool will speak the contents of a cell containing a number each time the value changes.

Cells
An individual section of a spreadsheet grid. It contains data or calculations.

Image Toolbox
Use this to insert images into cells.

Spreadsheet
A computer program that represents information in a grid of rows and columns.

Lock tool
This tool prevents cell values being changed.

Key Questions

Why would you copy and paste when using a spreadsheet?

You might want to rearrange the information in the spreadsheet. It will save you entering the same information many times if you want to repeat things in different cells.

How could a spreadsheet help you when you are planning some shopping?

You could use it to store the process and work out how much it would cost to buy the things that you wanted.

Look at the graph made in 2Calculate showing the class' favourite pets. Which is the most popular?