



Year 3

Spreadsheets

Key Learning

- To understand the layout and features of 2Calculate in Advanced Mode.
- To use the arrows toolbar to be able to automatically total rows and columns.
- To use simple formulae in a spreadsheet by using the formula wizard.
- To use advanced formulae in a spreadsheet to calculate totals, averages and to find the highest and lowest values.
- To apply spreadsheet skills to solve real-world problems.
- To design and use a spreadsheet to answer a series of questions.

Key Resources



2Calculate

Key Vocabulary

Advanced Mode

A mode within a system that offers greater control or more complex options than a basic mode.

Formula Bar

An area of a spreadsheet where formulae can be entered using the '=' sign.

Operations

The four operations of mathematics (addition, subtraction, multiplication and division.)

Copy Tools

The Copy tools will copy the contents of the cell on one side of the tool over to the other side.

Formula Wizard

A tool in a spreadsheet that helps you to choose and make formulae without having to type them in.

Range

A group of cells that you select together to use in a function.

Data

A set of facts or information about something.

Function

A built-in formula that performs a specific job automatically.

Sheet

A single page within a spreadsheet file. You can have more than one sheet in a file.

Formula

A set of instructions that tells a spreadsheet what to calculate.

Merge

The process of combining multiple cells into one larger cell, often for formatting or for creating titles.

Total Tools

The Totals tools will add up all the cells before it and present a total.



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Key Images



Total Arrow



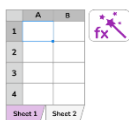
Formula Wizard

C1

Cell Address Box

fx = A1+B1

Formula Bar



Advanced Mode



Add Sheet



Add Column



Merge Cells

Key Questions

What is the difference between the copy and total arrows?

The copy arrow copies the number in the cell to the left of the tool and displays it in the cell to the right. The total arrows are used to find the total amount of multiple numbers in a row, column or diagonal.

What is a formula?

A formula is a set of instructions that tells a spreadsheet what to calculate. It can often help you to complete different mathematical problems.

What is the formula wizard?

The formula wizard is a tool in a spreadsheet that helps you to choose and make formulae without having to type them in yourself.

What is a function?

A function is a built-in formula that performs a specific job automatically. For example, the SUM function adds up all numbers in a range of cells, and the MIN and MAX functions will find the smallest or largest number in a set of data.