



# Spreadsheets

## Key Questions

### What is a spreadsheet?

A computer program that represents information in a grid of rows and columns. It has a grid of cells. These are in rows and columns. The cells can be coloured, and you can type into them.

## Key Words

**Cell-** An individual section of a spreadsheet grid. It contains data or calculations.

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

**Data-** A collection of information, used to help answer questions.

**Calculations-** Maths calculations can be entered into a cell. For example the total of two cells can be added together using a calculation that appears in a new cell.

**Delete-** Removes contents such as the contents in a cell.

**Move cell -**The move tool lets a user move the contents of a cell to a new cell.

## Key Images



Open, close or share a file



Save your work



Open a previously saved file



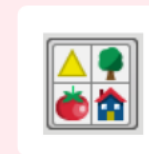
Increase or decrease spreadsheet size



The 2Calculate toolbox



The 2Calculate image toolbox



Clipart Picker



The 2Calculate control toolbox



Move cell tool



Lock cell tool



Speak tool



Count tool

## Key Resources



2Calculate