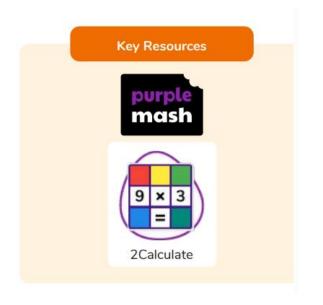## What should I already know?

- That data can be represented in picture format.
- How to create a basic pictogram.
- That results can be displayed in different ways.

Key Resources

purple mash

2Calculate

Key Vocabulary and definitions

Calculations	The process or results of adding, subtracting, multiplying or dividing or a combination of these operations.
Cell	An individual section of a spreadsheet grid. It contains data or calculations.
Column	Boxes running vertically in a spreadsheet.
Data	A collection of information, used to help answer questions.
Data table	Laying out data on a spreadsheet in a way that it can be understood easily.
Drag	Contents of a cell can be dragged to another cell using the drag tool in 2Calculate.
Equals	This symbol can be used in 2Calculate to find the answer to a calculation.
Spreadsheet	A computer program that represents information in a grid of rows and columns.
Graph	A diagram that represents data. There are set layouts for graphs including bar graphs.
Row	Boxes running horizontally in a spreadsheet.
Equals tool	Tests whether the entered calculation in the cells to the left of the toll has the correct answer in the cell to the right of the tool.
Total	In 2Calculate the total tool will calculate the total of all cells above, below or next to it dependant on which total tool is used,

Key Knowledge

To understand the sorts of tasks that a spreadsheet program could be used for.	To know how to enter data into spreadsheet cells.
To know how to use totalling tools and use these to check calculations.	To know how to use a spreadsheet program to produce a graph.