



Unit 1.8: Spreadsheets

- **Button:** An object you click that performs an action. E.g., print.
- **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.
- **Cell:** An individual section of a spreadsheet grid. It contains data or calculations.
- **Clip-art:** A library of images that a user can choose from and insert in a file.
- **Column:** Boxes running vertically in a spreadsheet.
- **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.
- **Data:** A collection of information, used to help answer questions.
- **Delete:** Removes contents such as the contents in a cell.
- **Image:** A drawing or photograph that users can import into a file.
- **Lock cell:** This feature lets a user lock a cell so its contents can't be deleted.
- **Move cell:** The move tool in 2Calculate lets a user move the contents of a cell to a new cell.
- **Row:** Boxes running horizontally in a spreadsheet.
- **Select:** A user can select one or more cells and perform an action such as lock all selected cells.
- **Speak tool:** This tool will speak the contents of a cell containing a number each time the value changes.
- **Spreadsheet:** A computer program that represents information in a grid of rows and columns.
- **Value:** Images can have values given to them. For example, an apple could be given a value of 1 and a pear a value of 2.