



Unit 2.3: Spreadsheets

- **Addition:** The add symbol can be used in a cell when numbers are in the cells either side of it to create a sum.
- **Block graph:** This is a type of graph that displays data with blocks. These can be made using cells, colours and labels in 2Calculate.
- **Cell:** An individual section of a spreadsheet grid. It contains data or calculations.
- **Coins:** In 2Calculate images that represent coins and have a value can be used in spreadsheets.
- **Column:** Boxes running vertically in a spreadsheet.
- **Copy:** This feature copies the contents of highlighted cells without deleting the contents of them into a clipboard.
- **Count tool:** In 2Calculate, this counts the number of cells with a value of the cell to the left of the tool.
- **Cut:** This feature removes something from selected cells and places it in a clipboard ready to be pasted.
- **Data:** A collection of information, used to help answer questions.
- **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.
- **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.
- **Image value:** Images placed in cells can have values given to them. E.g., apple 1, pear 2 etc.
- **Label:** A way to identify data in a spreadsheet. For example, a label heading for ice cream flavours children like.
- **Paste:** The feature pastes anything in the clipboard into selected cells.
- **Price:** The cost of an item or items.
- **Row:** Boxes running horizontally in a spreadsheet
- **Speak tool:** This tool will speak the contents of a cell containing a number each time the value changes.
- **Table:** Tables can be created in 2Calculate, these have headings and are a neat way to display data.

- **Toolbox:** A place in 2Calculate where a user can add tools such as counting tools, change colours and include images.
- **Total:** In 2Calculate the total tool will calculate the total of all cells above, below or next to it dependent on which total tool used.