

Unit: 5.3

Spreadsheets

Key Learning

- To use formulae within a spreadsheet to convert measurements of length and distance.
- To use the count tool to answer hypotheses about common letters in use.
- To use a spreadsheet to model a real-life problem.
- To use formulae to calculate area and perimeter of shapes.
- To create formulae that use text variables.
- To use a spreadsheet to help plan a school cake sale.

Key Resources



Key Questions

How would you add a formula so that the cell shows the product of two other cells?

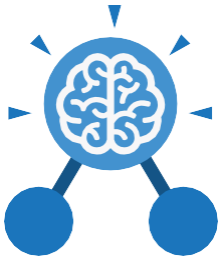
Click on the cell where you want the product to be displayed then click the formula wizard button. Click on the cell that contains the first number. Choose the x operation then click on the second number. Click OK.

What would you use in 2Calculate to have a cell that automatically calculates the number of days since a certain date?

You could use formulae and the totalling tools. To make the spreadsheet easier to understand, you could use named variables.

Explain what a spreadsheet model of a real-life situation is and what it can be used for?

It represents the data of a situation for example: Budgeting for a party; working out how big a field needs to be for a certain number of animals; working out how to spend your pocket money over time. Using the existing data to predict what time your shadow will be a certain length etc.



Unit: 5.3

Spreadsheets

Key Vocabulary

Average Function

A feature that allows a user to find the average values of selected cells.

Advance mode

A mode of 2Calculate in which the cells have references and can include formulae.

Copy and Paste

A way to copy information from the screen into the computer's memory and paste it elsewhere without re-typing.

Columns

Vertical reference points for the cells in a spreadsheet.

Cells

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

Charts

Use this button to create a variety of graph types for the data in the spreadsheet.

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.

Formula

Use the formula wizard or type into the formula bar to create a formula in a cell, this will calculate the value for the cells based upon the value of other cells in the spreadsheet.

Formula Wizard

The wizard guides you in creating a variety of formulae for a cell such as calculations, totals, averages, minimum and maximum for the selected cells.

Move cell tool

This tool makes a cell's contents moveable by drag-and-drop methods.

Random tool

Click to give a random value between 0 and 9 to the cell.

Rows

Vertical reference points for the cells in a spreadsheet.

Spin Tool

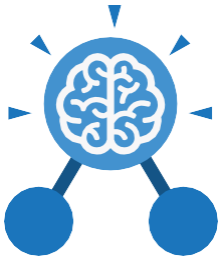
Adds or subtracts 1 from the value of the cell to its right.

Spreadsheet

A computer program that represents information in a grid of rows and columns. Any cell in the grid may contain either data or a formula that describes the value to be inserted based on the values in other cells.

Timer

When placed in the spreadsheet, click the timer to adds 1 to the value of the cell to its right every second until it is clicked again.



Unit: 5.3

Spreadsheets

Key Images



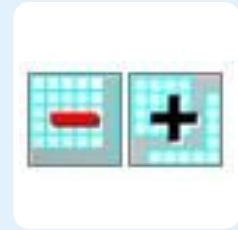
Open, close or share a file



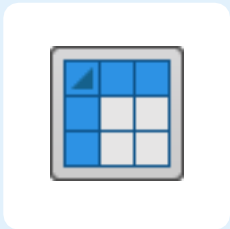
Save your work



Open a previously saved file



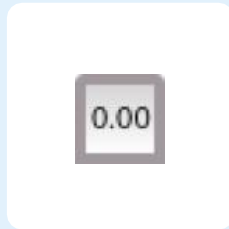
Increase or decrease spreadsheet size



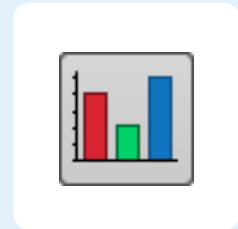
Advanced mode



Formula Wizard



Format Cell Toolbox



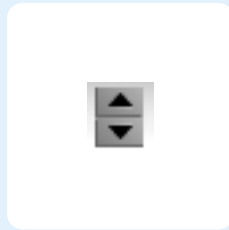
Charts



Totals toolbox



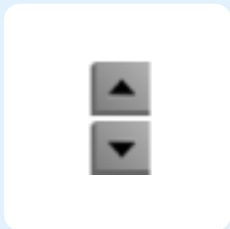
Image Tools



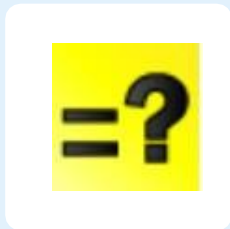
Controls Toolbox



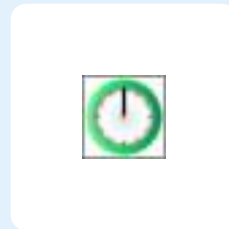
Random Number



Spin



Equals

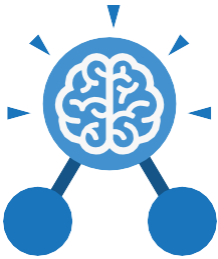


Timer



Paste





Unit: 5.7

Concept Maps

Key Learning

- To understand the need for visual representation when generating and discussing complex ideas.
- To understand the uses of a 'concept map'.
- To understand and use the correct vocabulary when creating a concept map.
- To create a concept map.
- To understand how a concept map can be used to retell stories and information.
- To create a collaborative concept map and present this to an audience.

Key Resources



Key Vocabulary

Audience

People giving attention to something.

Concept Map

A tool for organising and representing knowledge. They form a web of ideas which are all interconnected.

Node

A way to represent concepts or ideas.

Collaboratively

Something that is produced by, or involves, two or more parties working together.

Connection

A relationship or link between two nodes or ideas.

Thought

An idea or opinion produced by thinking or occurring suddenly in the mind.

Concept

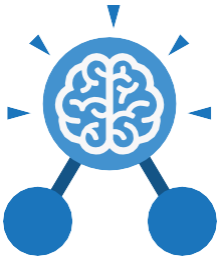
An idea.

Idea

An opinion or belief.

Visual

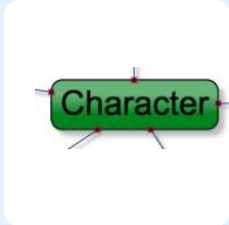
A picture, piece of film or display used to illustrate or accompany something.



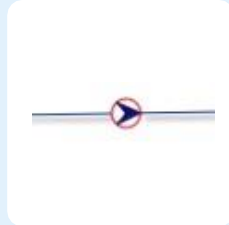
Unit: 5.7

Concept Maps

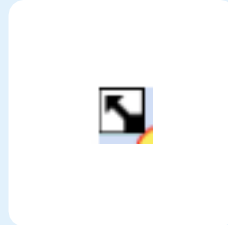
Key Images



Node



Connection



Resize node



Edit node



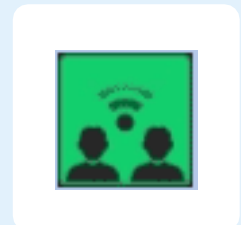
Show story



Begin Presentation



Collaboration Off



Collaboration On

Key Questions

What is a concept map?

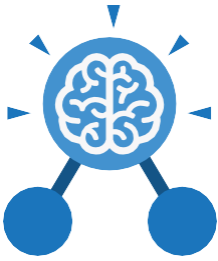
A concept map is a pictorial way of showing relationships between concepts and ideas. A concept map allows you to show information, pictures and links to support an idea or concept.

How is information arranged on a concept map?

On a concept map ideas or concepts are organised into nodes which are linked together with lines to show how the concepts and ideas link together.

How does a concept map help share ideas?

A concept map in 2Connect allows many users to contribute to the map which means that ideas or concepts can be quickly amended or additional information provided.



Unit: 5.8

Word Processing with Google Docs

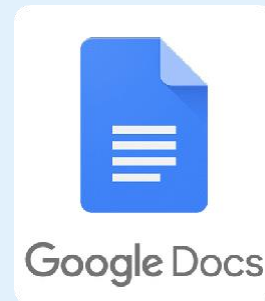
Key Learning

- To know what a word processing tool is for.
- To add and edit images to a word document.
- To know how to use word wrap with images and text.
- To change the look of text within a document.
- To add features to a document to enhance its look and usability.
- To use the sharing capabilities in Google Docs.
- To use tables within to present information.
- To introduce children to templates.

Key Resources



2Connect



Key Questions

What is a word processing tool used for?

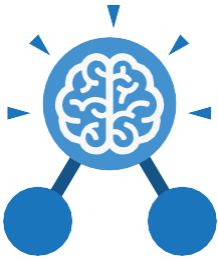
A word processing tool is used to create, edit and print off a document. This can contain text, images, tables or charts. Documents are a type of file that portray information.

What features can you use to make a document more readable?

You can change the font format to give the document a theme and make it more readable. By changing the paragraph formatting, you can ensure the words are spaced evenly. You can add images and use text wrapping to ensure they are positioned well on the page.

How do you successfully add an image to a document?

If you have an image saved onto your computer, you click on insert – pictures – insert image from this device. You can resize and move the image and ensure it fits well on the page by changing the text wrap setting.



Unit: 5.8

Word Processing with Google Docs

Key Vocabulary

Copyright

When an image, logo or idea has a legal right to not be copied or used without the owner's permission.

Cursor

The flashing vertical line that shows your place in a document.

Document

A type of file which shows written information and/or images and sometimes charts and tables.

Font

A set of type which shows words and numbers in a particular style and size.

In-built styles

A bank of ready-made styles which you can use to make sure your style (font, headers, spacing, size etc) is consistent throughout the document.

Merge cells

A tool you can use when making a table to join cells which are next to each other in columns or rows.

Paragraph formatting

When you change the format of the text in a paragraph, including how the text is aligned and spaced.

Readability

How easy and pleasant it is to read and understand a document.

Template

A ready-made outline of a document you might want to adapt, such as a letter or certificate.

Text formatting

When you change the format of text on a page, including the font and the size and whether it is bold, underlined or in italics.

Text wrapping

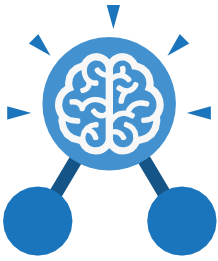
A feature which helps you place and position an image neatly on a page or within a paragraph of text.

Textbox

A way to include text in a position that you want out of the usual flow of the document.

Word Processing tool

A programme which allows you to write, edit and print different documents.



Unit: 5.8

Word processing with Google Docs

Key Images



Open a new document



Access sharing options



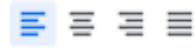
Return to docs home



Undo key



Text formatting



Text Alignment



Insert image



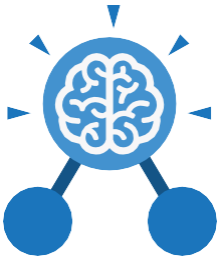
Crop image



Text wrapping



Clear formatting



Unit: 5.8

Word Processing with Microsoft Word

Key Learning

- To know what a word processing tool is for.
- To add and edit images to a word document.
- To know how to use word wrap with images and text.
- To change the look of text within a document.
- To add features to a document to enhance its look and usability.
- To use tables within MS Word to present information.
- To introduce children to templates.
- To consider page layout including heading and columns.

Key Resources



Key Questions

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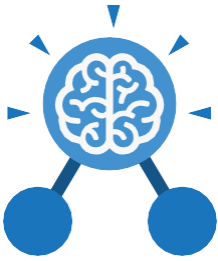
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Unit: 5.8

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Text wrapping

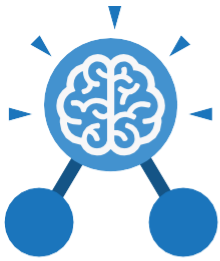
A feature which helps you place and position an image neatly on a page or within a paragraph of text.

Word Art

A way to treat text as a graphic so that you can add special effects to text.

Word Processing tool

A programme which allows you to write, edit and print different documents.



Unit: 5.8

Word Processing with Microsoft Word

Key Images



Open a new document



Open an existing document



Save your work



Undo key



Insert a table



Text wrapping



Font Category

Design

Design tab where you can change the style of the document

Insert

Insert tab where you can add an object such as a picture or table

Home

Home tab where many editing tools are found



Insert a picture