

Spreadsheets

Lesson 1 – Introduction

Today you will be looking at a type of computer program called a spreadsheet.

Spreadsheets are used for organising information. For example, if you were planning a party you could input to the spreadsheet all the things you will need to get for the party and who you were going to invite.

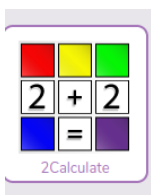
Many people make lists on paper but the advantage of using a spreadsheet is that it can also do calculations for you. For example, you could enter the cost of the different things that you will need for your party into the spreadsheet and then easily calculate how much money you will need to buy them all.

The aim today is to open a spreadsheet program in Purple Mash called 2Calculate and to learn how to enter information and do some simple calculations.

Follow the instructions below and by the end you should be able to:

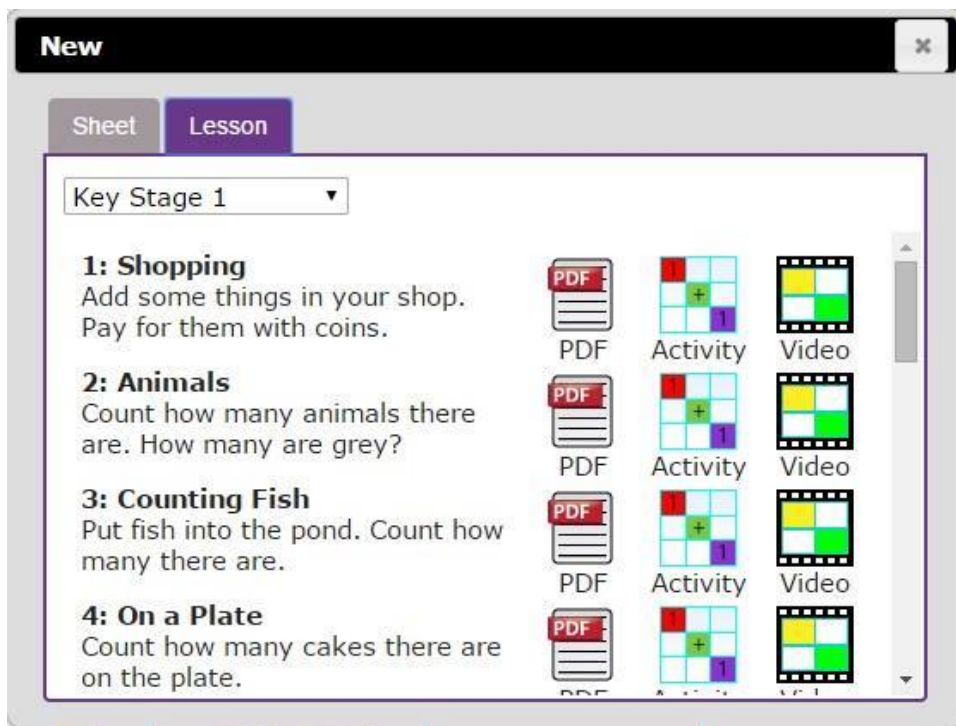
- Navigate around a spreadsheet
- Explain what rows, columns and cells are
- Insert data into cells (data can be text, numbers and images)
- Use the appropriate tools to drag and lock cells
- Use the spreadsheet to perform simple calculations


1. Go to Tools, Maths and Data Handling and select 2Calculate

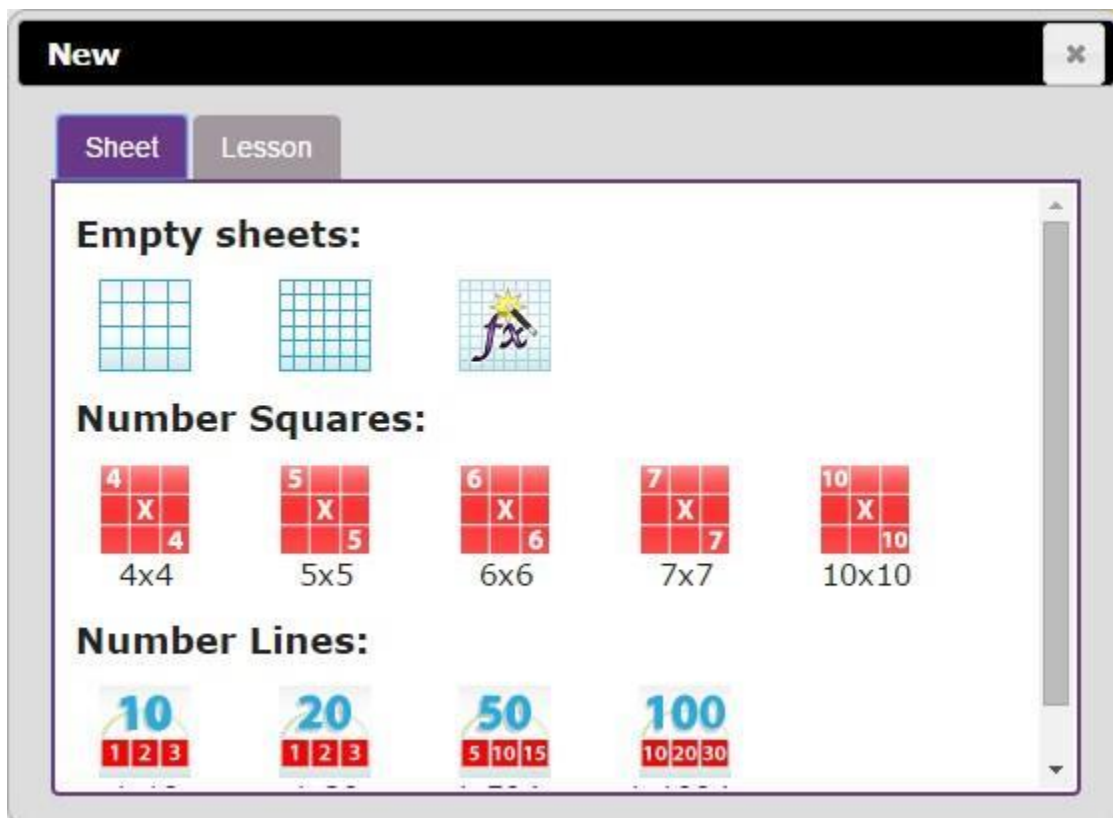


2. When it starts, there is a smaller screen in the middle with different choices. The labels at the top ('Sheet' and 'Lesson') are called tabs. For today we are going to click on the 'Sheet' tab.

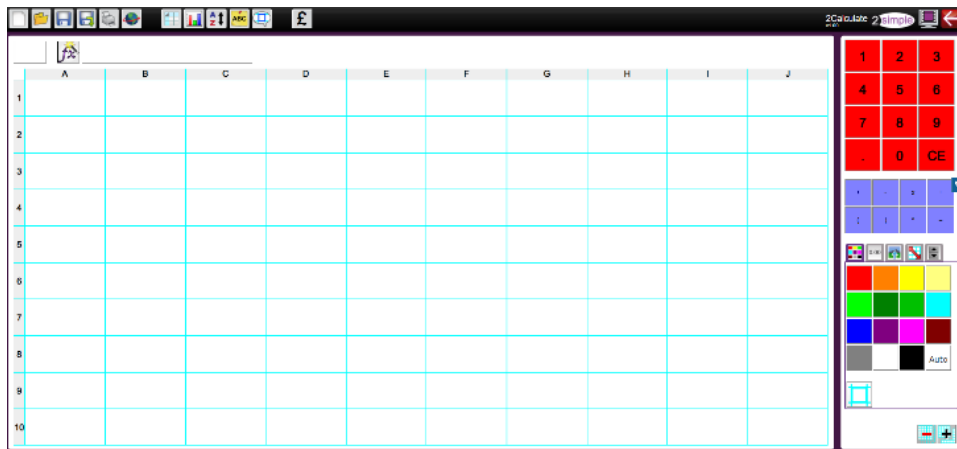
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3. This also gives a few choices. Click on the third icon . This opens 2Calculate in advanced mode.



4. You will now see a simple spreadsheet.



5. There is some new vocabulary for you to learn:

- The **rows** - these are numbered 1 to 6
- The **columns** - these are named A, B, C etc. How many are shown?
- The word '**cells**' is used to describe each box in a spreadsheet.
- Each cell can contain words, numbers, colours, symbols (such as + - =)
- To add more cells, click on the – and + symbols in the bottom right corner
- Move from cell to cell either by clicking in the cell using your mouse or keypad or by using the arrow keys on your keyboard. If you press the enter key when in a cell you will move down 1 row.
- Delete the contents of a cell either by using the backspace key or the Delete key.
- To colour cells, first click on the cell, then click on the colour you want in the toolbox on the right-hand side.

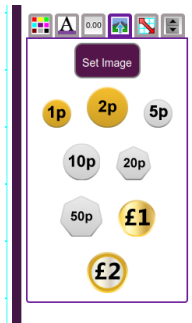
Now spend some time entering different types of data (words and numbers) into cells and try colouring cells. Can you work out how to colour more than 1 cell at once?

6. Next, try entering a simple calculation. Numbers and symbols for mathematical operations can be entered by clicking on them on the right-hand side of the spreadsheet.

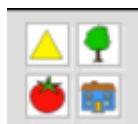
First enter a number then go into the next cell to the right and click the '+' button), then move to the next cell and enter another number. Now put the '=' sign in the next cell and see how 2Calculate works out the answer.

Now spend some time experimenting with entering and performing different calculations.

7. Now try entering some images into your spreadsheet using the Image toolbox.



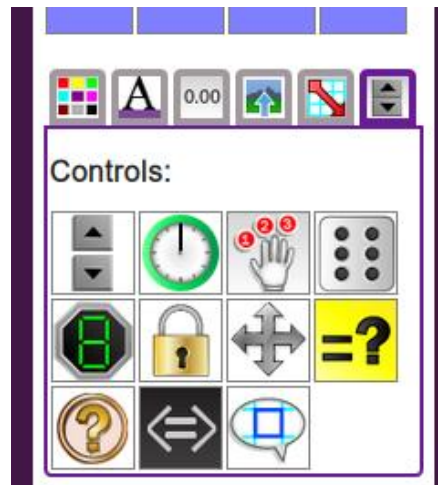
This is the fourth tab and You will see a selection of coin images but for now, click on the 'Set Image' button to open the following screen.



Click on the clipart button to open the clipart picker.

Now spend some time entering different images. Can you work out how to enter the same image into more than one cell at once?

- Next you will learn how to use the 'move cell' tool and the 'lock cell' tool. Click on one of the cells in your spreadsheet which contains one of the animals that you have entered. Then click on the Controls toolbox (the final tab showing up and down arrows).



- Now click on the 'move cell' tool. A little copy of this image will appear in the top right-hand corner of the cell you have selected. to show that it is now moveable. Try dragging it into a different cell. Note: This can also be done with several images selected at once to save doing it many times.

What happens if you drag the image of a lion over the top of an image of a ladybird?

- To prevent a cell being changed you can 'lock' it. To do this click on the cell that you want to lock, then click on the lock cell tool (also found under the Controls Toolbox tab). This is useful as you can prevent a cell's contents being accidentally changed.



Make sure you save a copy of your spreadsheet. Hopefully you will already have remembered to do this as you worked! Remember work is always saved in your own My Work folder and is always given a meaningful name which will help you to identify what it is. A meaningful name for this spreadsheet could be 'Spreadsheet Lesson 1'.