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| **Year 4 Spring 1 – Spreadsheets** | | |
| **Key Images** | **Key Learning** | |
|  | * Formatting cells as currency, percentage, decimal to different decimal places or fraction. * Using the formula wizard to calculate averages. * Combining tools to make spreadsheet activities such as timed times tables tests. * Using a spreadsheet to model a real-life situation. * To add a formula to a cell to automatically make a calculation in that cell. | |
| **Key Vocabulary** | **Key Questions** |
| * Average * Advance Mode * Copy And Paste * Columns * Cells * Charts * Equals Tool * Formula * Formula Wizard * Move Cell Tool * Random Tool * Rows * Spin Tool * Spreadsheet * Timer | **How would you add a formula so that the cell shows the percentage score for a test?**  Click on the cell where you want the percentage score to be displayed then click the formula wizard button. Click on the cell that contains the score. Choose the ÷ operation then click on the cell that shows what the test was out of. Click OK.  **Which tools would you use to create a timed times tables test in 2Calculate?**  You could use the random tool, the spin tool, the equal tool and the timer tool.  **Give an example of the data that could be best represented by a line graph.**  Data where both axes will contain continuous data so that you can see trends in the data. Such as ages and heights, time and temperature, years and costs.  **Explain what a spreadsheet model of a real-life situation is and what it can be used for?**  It represents the data of a situations 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. |



Reference to