22.6.2020   ICT Spreadsheets
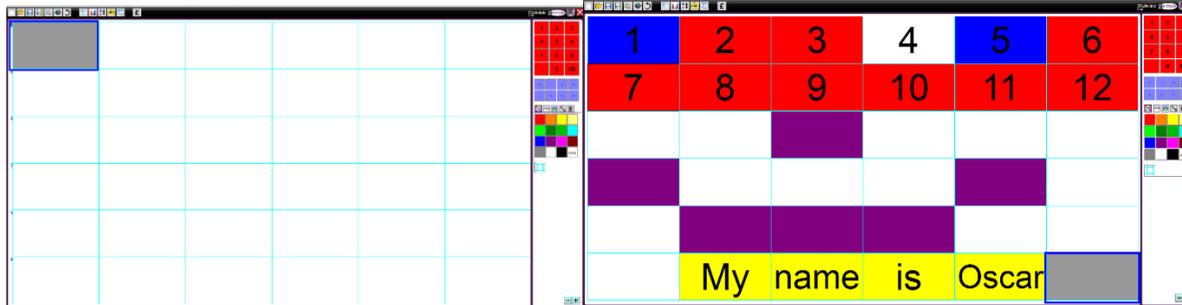
Activity 1:
- Log onto purple mash and open 2calculate (on 2dos)
- Click sheet tab and then click on the large rectangle sheet.
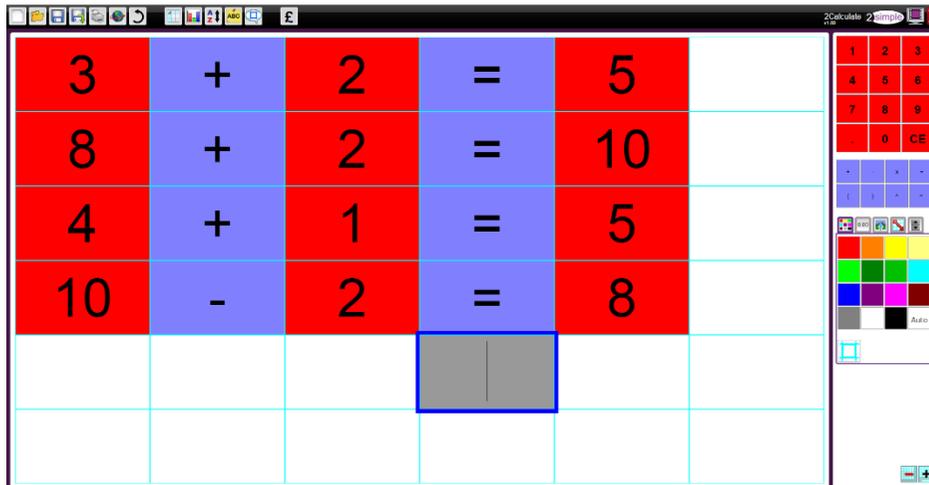

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- Spend some time showing children the following things, emphasising the new vocabulary in bold:
- The **rows**; these are numbered 1 to 6
- The **columns**; how many are shown?
- The word '**cells**' is used to describe each box in a spreadsheet.
- Each cell can contain words, numbers, colours, symbols (such as + - =)
- How to move from cell to cell; this can be done by clicking in the cell using the mouse and by using the **arrow keys** on the keyboard. If you press the enter key when in a cell you will move down 1 row.
- How to type into cells; in 2calculate the writing will get smaller automatically to fit in the words that you type.
- How to **delete** the contents of a cell; either by using the **backspace key** or the **Delete key**.
- Now spend some time opening 2Calculate on their computers and trying moving and typing. Can they enter their name into a cell?

To colour cells they first click on the cell, then click on the colour they want in the toolbox on the right-hand side.

If they select more than 1 cell by dragging the mouse over a few cells, then they can colour all of these cells at once.

Challenge : Enter a number then go into the next cell to the right and click the '+' sign button on the right hand side, 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.

Activity 2:

Click on 2calculate on 2dos
Complete lesson 1- watch the video to talk you through step by step.