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| Spreadsheets |  | Planning and investigation |
| A spreadsheet is a computer program used for storing information.  A cell is an individual section of a spreadsheet grid.  Rows are the name for cells which go from left to right  Columns are the name for cells which go from the top to the bottom  C:\Users\lcross.ACTIVELEARNING\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\C3BB005F.tmp | Forwards, backwards, left and right are directions.  An icon or character which can be moved on a screen is called a sprite.  We can use direction keys to control a sprite.  Arrow keys - Wikipedia |
| Spreadsheet Tools | Key Questions |
| Clip art is a function which allows you to create your own image.  The move cell tool allows you to move cells around your spreadsheet.  The lock cell tool stops a cell from being moved around the spreadsheet. Yamoto 582X298X255MM Yellow Metal Toolbox + Tote Tray | Zoro UK | • What is a spreadsheet?  • What is a cell?  • What is a row?  • What is a column?  • What does the image tool do?  • What is clipart?  • What does the move cell tool do?  • What does the lock cell tool do? |

 Knowledge Organiser

Summer Term 2

**Computing – Data and Spreadsheets**

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| Vocabulary | |
| Spreadsheet | An electronic document in which data is arranged in the rows and columns and used in calculations. |
| Rows | Cells going across. |
| Columns | Cells going down. |
| Cells | A cell is a specific locations within a spreadsheet and is defined by the intersection of a row and column. |
| Image | A representation of a thing. |
| Toolbox | A set of software tools which can be accessed from a single menu. |
| Clipart | Simple pictures and symbols made available for computer users to add to their documents. |