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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 rightColumns are the name for cells which go from the top to the bottomC:\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.  |