Year 3 Spreadsheets Knowledge Organiser

Know how to open, save and edit a spreadsheet. Can use images in a spreadsheet. Can create a table of data on a spreadsheet.

Children can add a formula to a cell to automatically make a calculation in that cell. Children can use a series of data in a spreadsheet to create a line graph.

Star Vocabulary

Columns: Vertical reference points for the cells in a spreadsheet

Cells: An individual section of a spreadsheet grid. It contains data or calculations

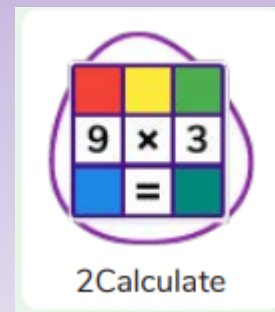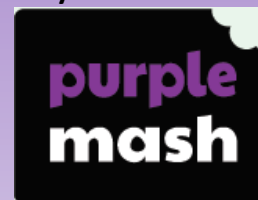**Rows:** Vertical reference points for the cells in a spreadsheet

Advance mode: A mode of 2Calculate in which the cells have references and can include formulae

Spreadsheet: A computer program that represents information in a grid of rows and columns. Any cell in the grid may contain either data or a formula.

Key Learning

• To use the symbols more than, less than and equal to, to compare values.
• To use 2Calculate to collect data and produce a variety of graphs.
• To use the advanced mode of 2Calculate to learn about cell references.

Key Resources
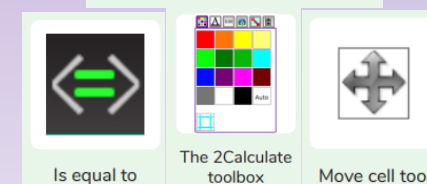

Key Images

Open, close or share a file

Increase or decrease spreadsheet size

Is less than

Is more than

Is equal to

The 2Calculate toolbox

Move cell tool

Create a table of data on a spreadsheet

Use the 'more than', 'less than' and 'equals' tools to compare different numbers

Describe a cell location in a spreadsheet

Understand what is meant by the home, bottom and top rows.

Use a spreadsheet program to automatically create charts and graphs from data.

Use the 'spin' tool to count through times tables

Find specified locations in a spreadsheet.

Touch type the home, bottom, and top rows