

# Year 4 Spreadsheets Knowledge Organiser



To create a table of data on a spreadsheet and be able to use a spreadsheet program to automatically create charts and graphs from data.

Create a formula in a spreadsheet to convert m to cm and apply this to creating a spreadsheet that converts miles to km and vice versa.

## Star Vocabulary

**Formula Wizard:** The wizard guides you in creating a variety of formulae for a cell such as calculations, totals, averages, minimum and maximum for the selected cell.

**Move cell tool:** This tool makes a cell's contents moveable by drag-and-drop methods.

**Random tool:** Click to give a random value between 0 and 9 to the cell.

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

**Spin Tool:** Adds or subtracts 1 from the value of the cell to its right.

**Spreadsheet:** A computer programme that represents information in a grid of rows and columns.

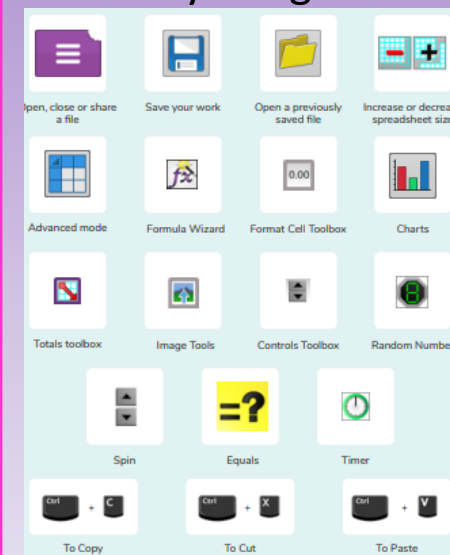
## Key Learning

- 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 tables tests.
- Using a spreadsheet to model a real-life situation.
- To add a formula cell to automatically make a calculation in that cell.

## Key Resources



## Key Images



Add a formula to a cell to automatically make a calculation in that cell

Use a series of data in a spreadsheet to create a line graph.

Make practical use of a spreadsheet to help plan actions.

Review vocabulary

Use the timer, random number and spin button

Use the currency formatting in 2Calculate.

Allocate values to images and use these to explore place value.

Use a spreadsheet in 2Calculate to check your understanding of a mathematical concept.