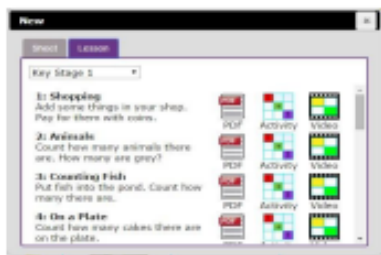

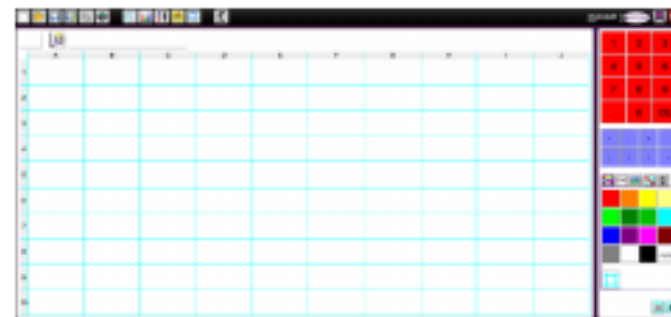
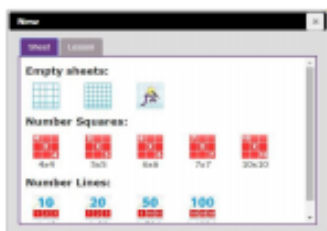




Activities

1. Explain to the pupils that we are looking at a type of computer program called a spreadsheet today. Spreadsheets are used for organising information. For example, if you were planning a tea party you could input to the spreadsheet all the things you will need to get for the party and who you were going to invite. Can they think of any other things that could be stored in a spreadsheet for organising a party? (menus, gift list, entertainments).
2. Many people make lists on paper but the advantage of using a spreadsheet is that it can also do calculations for you. Explain what this means e.g. you could enter the cost of the different things that you will need for your party into the spreadsheet and then easily calculate how much money you will need to buy them all.
3. The aim today is to open a spreadsheet program in Purple Mash called 2Calculate and to learn how to enter information and do some simple calculations.
4. Open 2Calculate on the whiteboard. Show that when it starts, there is a smaller screen in the middle with different choices. The labels at the top ('Sheet' and 'Lesson') are called tabs. For today we are going to click on the 'Sheet' tab.



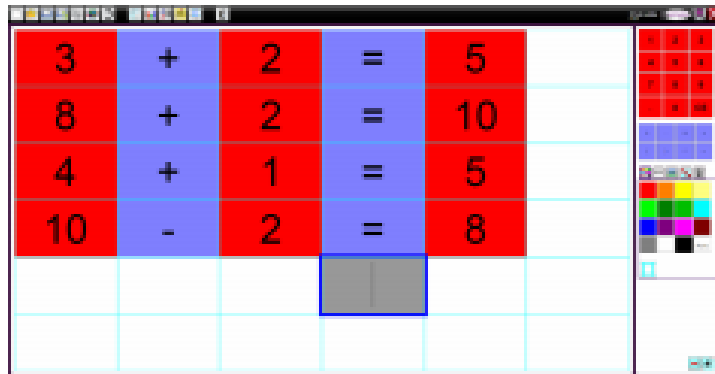
5. Click on the Sheets tab. This also gives a few choices. Click on the third icon: . This opens 2Calculate in advanced mode.



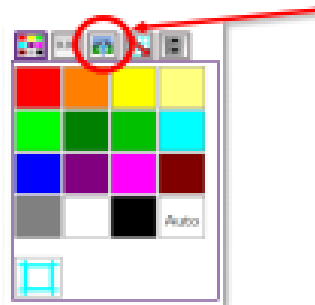
6. Spend some time showing pupils the following things, emphasising the new vocabulary in bold:
 - The **rows**; these are numbered 1 to 6
 - The **columns**; these are named A, B, C etc. How many are shown?
 - The word '**cells**' is used to describe each box in a spreadsheet.
 - Each cell can contain words, numbers, colours, symbols (such as + -).
 - To add more cells, click on the   buttons on the bottom right.
 - How to move from cell to cell; this can be done by clicking or tapping in the cell 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**.
7. Let pupils spend some time experimenting with typing and colouring cells.
8. To colour cells, they first click on the cell, then click on the colour they want in the toolbox on the right-hand side.
9. If they select more than 1 cell by dragging the mouse over a few cells, then they can colour all these cells at once.



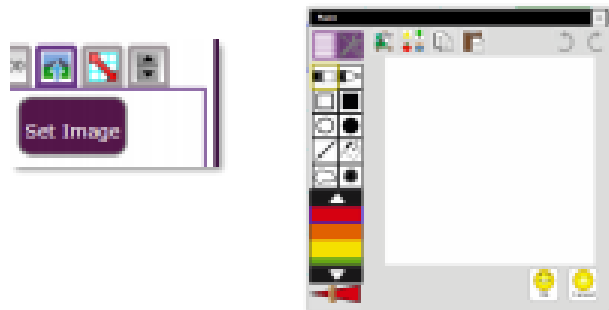
- Next, show pupils how to put a simple sum into the cells and let 2Calculate work out the answer. First enter a number then go into the next cell to the right and click the '+' sign button on the right-hand side, then move to the next cell and enter another number. Now put the '=' sign in the next cell and see how 2Calculate works out the answer.
- Pupils can spend time experimenting with this and performing calculations.




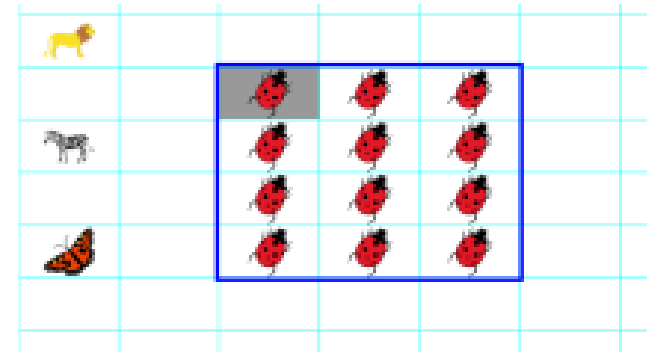
- Next, show pupils where the Image toolbox is. They need to click on the images tab on the right-hand side:



- You will see a selection of coin images which will be useful later but for now, click on the 'Set Image' button to open the following screen.




- Click on the clipart button  to open the clipart picker. Show the pupils the different choices of topics and go to the Animals option (pupils could choose other items if they wish).
- Select an animal and click on the OK button to add it to the spreadsheet. Add 2 further animals in the same way in different cells. You could show pupils that if they select more than one cell when adding images then they will get multiple copies of the same image.




- Click on one of the animals then click on the Controls toolbox.



- Now click on the 'move cell' tool . A little symbol will appear in the top right-hand corner of the image to show that it is now moveable. Try dragging it into a different cell.
- This can also be done with several images selected at once to save doing it many times.
- Show the pupils what happens to the ladybirds when the lion is dragged onto them. To prevent this, you can lock the ladybird cells, so they can't be overwritten. To do this click



- on the cell that you want to lock, then click on the lock cell tool .
- Explain to pupils that this tool can be useful for other things too, such as when you have numbers or cells that you do not want to be accidentally changed.