

Publisher

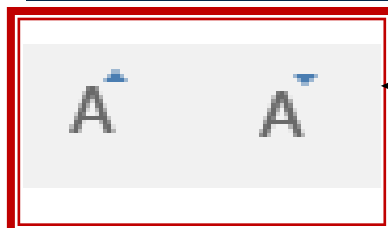


I should already know:

Y2—Use technology purposefully to create, organise, store, manipulate and retrieve digital content

	Key Information	Sequence of lessons
1.	Open a document	Open a blank Publisher document.
2.	WordArt	Insert and change the size, colour, style and position.
3.	Shapes	Insert and change the size and colour.
4.	Adding Text	Add text to a textbox or shape and change the font, size and colour.
5.	Image/ picture	Insert a picture using Google and Snip and Sketch.
6.	Save	Save work into your own named folder on the school server.

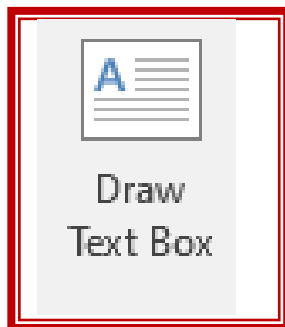
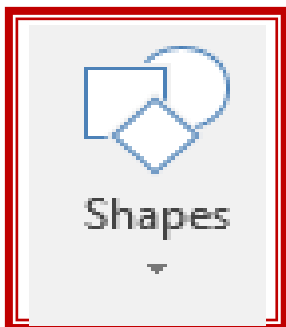
Key	Vocabulary
WordArt	A style of bubble writing.
Text Box	A box that you can type words in to.
Image	A picture
Font	The style of writing.
Text	The words typed on a page.
Insert	Add something on to your page.
Snip and Sketch	A tool that allows you to copy and paste a picture.



Make the font **bigger** and smaller



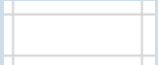

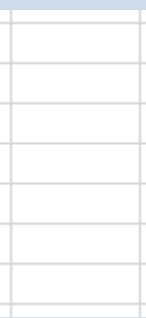
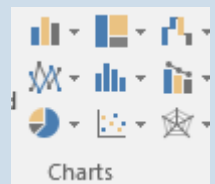
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This is a font.



Spreadsheets

I should already know:

Vocabulary—tally, graph, total, coordinates

Key	Vocabulary
Cells	An individual section of a spreadsheet grid. It contains data or calculations. 
Row	A horizontal collection of cells. Each row has a number to represent it. 
Column	A vertical collection of cells. Each column has a letter to represent it. 
Chart	A graph used to show data in a visible way. 
Format	Formatting allows changes to be made to the cells/ graphs. E.g. add colour.
Formula	A formula is a set of instructions that tells a computer which mathematical operation to use for a calculation: add, multiply, divide, or subtract. E.g. =A1+B1 add =C1*C8 multiply



	Key Information	Sequence of lessons
1.	What are spreadsheets? Why do people use spreadsheets?	A spreadsheet is a computer program that represents information in a grid of rows and columns. People use spreadsheets to carry out calculations quickly and to store large amounts of information.
2.	How do spreadsheets work? Input data and format cells	Look at how spreadsheets work. Input data into the cells. Format the cells to add colour and change the font.
3.	Creating graphs	Create a bar chart—add a title and axis titles. Change colour. Experiment with other types of graphs. Explain which shows the information better.
4.	Collect own data, input into Excel and create and format graph	Come up with data you'd like to collect. Input into a spreadsheet and create and format a graph.
5.	Create questions to answer from the graph.	Create questions to answer from the graphs.
6.	Formulas	Look at how formulas work. Enter / use simple formulas to show times tables (A2*B2).

Formula symbols




+ = add - = subtract
* = multiply / = di-

All formulas must begin with the = sign.

Spreadsheets

I should already know:

Vocabulary—tally, graph, total, cell, row, column, chart, data, axis, coordinates

Key Vocabulary	
Active cell	The cell you have selected and are currently on. 
Cell reference	A name given to each cell made up of the column letter and row number of that cell. 
Cell range	A collection of cells. For example (B2:D2)
Formula	A formula is a set of instructions that tells a computer which mathematical operation to use for a calculation: add, multiply, divide, or subtract. E.g. =A1+B1 add =C1*C8 multiply
Format	Formatting allows changes to be made to the cells/ graphs. E.g. add colour, change font/ colour and size.
Budget	A plan for spending a certain amount of money.
Auto Sum	Adds up the total of a number of cells. 

All formulas must begin with the = sign.



Formula symbols

+ = add - = subtract
* = multiply / = divide

=SUM (A1:A5)

This formula adds all cells between the 2 cells identified.

	Key Information	Sequence of lessons
1.	How do spreadsheets work? Why are they used?	A spreadsheet is a computer program that represents information in a grid of rows and columns. The cells in the grid contain either data or a formula. People use spreadsheets to carry out calculations quickly and to store large amounts of information.
2.	Inputting data Creating graphs	Look at how spreadsheets work. Input data into the cells, format them and then create graphs.
3.	Formulas	Look at how formulas work. Work through some together. Then have a go at using formulas to work out times tables.
4.	Party budget	Plan and create a shopping list for a party sticking to a budget of £60 for 20 people. Use an Excel spreadsheet to input and calculate the data for the party. Use different formulas to help work out the total spending for the different items for the party.