National Curriculum Links: KS2 Computing

- **select, use and combine a variety of software (including internet services) on a range of digital devices to design and create a range of programs, systems and content that accomplish given goals, including collecting, analysing, evaluating and presenting data and information**

I will know

DL4.1 how to transfer my word processing skills into other multimedia packages e.g. PowerPoint

DL4.2 how to include importing images, hyperlinks and the use of sounds recorded

DL4.3 how to enter a basic mathematical formula into Excel

DL4.4 how to add basic mathematical formulas

DL4.5 how to use SUM to calculate the total of a set of numbers in a range of cells

DL4.6 how to change the look of a spreadsheet by using different formats e.g. text styles, colour, number format including currency and date, row and column heights

DL4.7 how to insert and delete columns and rows in a spreadsheet

DL4.8 to use spreadsheets to create a graph

DL4.9 how to decide on the most appropriate form of graph for a data set and give reasons for my choice

DL4.10 how to interpret graphs of data collected from sensors

Digital Literacy Vocabulary

Term	Definition
Digital Literacy	Having the skills to live, learn, and work where communication and access to information is increasingly through technology
spreadsheet	Used for accounting and recording data using rows and columns into which information can be entered
formula	A mathematical rule expressed in symbols e.g + - / *
SUM	A formula that adds all the numbers in a range of cells
AutoSum	An automatic function that adds together a range of cells and displays the total in the cell below the selected range
sort	To organise data by date, number, alphabetic order etc.
filter	To pick out data that matches a particular circumstance
abstraction	To focus on task before the look and feel e.g. colour, size, background
formatting	Making the text look different.
layout	Different ways to set out information, pictures and tables in documents or presentation.
appropriate	Suitable, proper and connected to the subject.
border	A design around the outside of a document or cells
insert	Put something into a document, like a chart

Formula bar

Font and text formatting

Columns

Cell Reference

Cell Alignment and formatting

Number Formatting

Rows

Cells

Writing Formulas

All formulas start with =

- Addition use +
- Subtractions use –
- Multiplication use *
- Division use /
- When using brackets use (:)
  eg What percentage of apples sold more than oranges? 20%
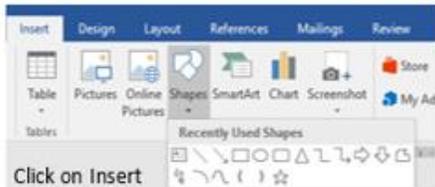
=SUM(C2:C3)/100

=B2*C2

Example of a multiplication formula

Tuck Shop Item	Price per item	How many sold	Total sales
Apples	£ 0.12	12	£ 1.44
Oranges	£ 0.15	8	£ 1.20

Cell formatting	AutoSum	Currency	Sort & Filter	Text direction

Bolton Schools ICT

Digital Literacy Skills Recap
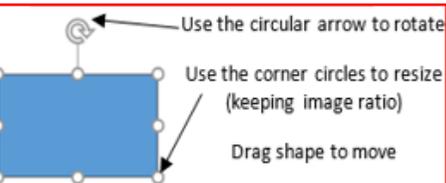
[W] [P]

Microsoft Excel

[X]

Formatting Shapes

Click on Insert tab, Shapes to add 2D shapes or speech bubbles (callouts).

Click on Insert tab, Text Box to add a text box.

- Use the circular arrow to rotate
- Use the corner circles to resize (keeping image ratio)
- Drag shape to move

Cut, Copy, Paste

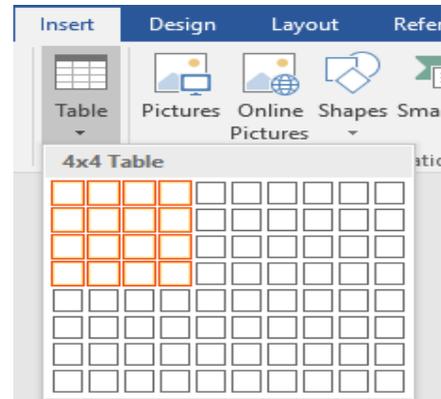Cut – Ctrl + X
Copy – Ctrl + C
Paste – Ctrl + V
Select all – Ctrl + A

Save and Save As

Save As lets you save a file in a new location.

Save lets you update a file in the same location.

Tables

Click on Insert tab, Table and choose the number of rows and columns needed.

Table Tools

Merged cells – two cells become one	Colour	Split	cells

Select the cells you want to merge and right click. Choose Merge Cells.

Colour cells by selecting a cell and clicking fill tool.

Select the cells you want to split and right click. Choose Split Cells.

Using AutoSum

	A	B	C	D	E
1	Tuck Shop Item	Price per item	How many sold	Total sales	
2	Apples	£ 0.12	12	£ 1.44	
3	Oranges	£ 0.15	8	£ 1.20	
4	Pears	£ 0.20	8	£ 1.60	
5	Grapes - punet	£ 1.20	9	£ 10.80	
6	Lemons	£ 0.75	1	£ 0.75	
7	Potatoes - bag	£ 2.00	0	£ -	
8	Banana	£ 1.50	6	£ 9.00	
9	Tomatoes	£ 0.17	11	£ 1.87	
10	Strewberries - punet	£ 1.75	15	£ 26.25	
11					
12			Total Daily Income	=SUM(D2:D11)	
13				SUM(number1, [number2], ...)	
14					

Sorting Data

Highlight data you want to sort
Click on Sort & Filter icon
Select how you want to sort
Warning message and then **Click on Sort**

Data   Review   View   Help

AutoSum
Fill
Clear

Sort A to Z
Sort Z to A
Custom Sort...
Filter
Clear
Reapply

Tuck Shop Item

Apples
Oranges
Pears
Grapes - punet
Lemons
Potatoes - bag
Banana
Tomatoes
Strewberries - punet

Sort Warning

Microsoft Excel found data next to your selection. Since you have not selected this data, it will not be sorted.

What do you want to do?
- Expand the selection
- Continue with the current selection

Sort   Cancel

Adding Graphs

	A	B	C	D
1	Tuck Shop Item	Price per item	How many sold	Total sales
2	Apples	£ 0.12	12	£ 1.44
3	Oranges	£ 0.15	8	£ 1.20
4	Pears	£ 0.20	8	£ 1.60
5	Grapes - punet	£ 1.20	9	£ 10.80
6	Lemons	£ 0.75	1	£ 0.75
7	Potatoes - bag	£ 2.00	0	£ -
8	Banana	£ 1.50	6	£ 9.00
9	Tomatoes	£ 0.17	11	£ 1.87
10	Strewberries - punet	£ 1.75	15	£ 26.25
		Total Daily Income		£ 52.91

How many sold

- Apples
- Oranges
- Pears
- Grapes - punet
- Lemons
- Potatoes - bag
- Banana
- Tomatoes
- Strewberries - punet