



Knowledge Organiser

Spreadsheets - Year 2

Key Learning:

- To know that a spreadsheet consists of cells organised into rows and columns.
- To be able to use common software functions such as copy/paste.
- To use common spreadsheet functions including addition, subtraction and other calculations.
- To use spreadsheet software to create a simple graph.

Key Vocabulary:

- copy/paste – a way to copy and temporarily store information so that it can be replicated without typing
- cells – the individual sections of a spreadsheet into which we can enter information
- columns/rows – the vertical and horizontal lines of cells in a spreadsheet
- spreadsheet – a computer program that represents data in organised columns and rows

Key Resources



2Calculate

Key Questions:

- What is a spreadsheet?
- Why would you use copy and paste rather than retyping?
- How could a spreadsheet help you with your shopping?
- Can you understand what the spreadsheet is showing you?