

Year 2 Knowledge Organiser - Excellent Excel



Computing

Vocabulary

Key Vocabulary	Definition
Spreadsheet	A computer program that allows the entry, calculation, and storage of data in columns and rows
Publishing	To share information
Data	Numbers that represent images, video, text and sound.

Key Questions

How can we present data?

Which part is the row, cell and column?

How can we save, retrieve and delete data?

How can we edit our excel spreadsheets?

Tops Tips

Always make sure you open your document and not someone else's.

The best way to save a file is using your name e.g. Your name—Spreadsheet.

There are lots of different ways of presenting data, but Excel is often the most effective.

Saving Documents

1. Click file.



2. Click save as.



4. Name the document and save it.



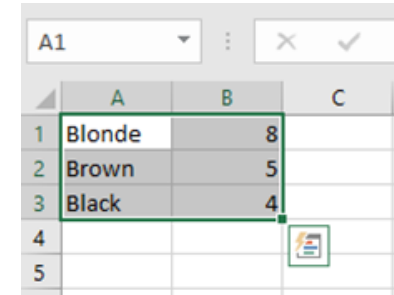
3. Choose a location to save the document.



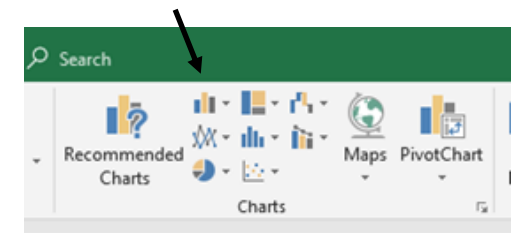
Computing

Collecting Data

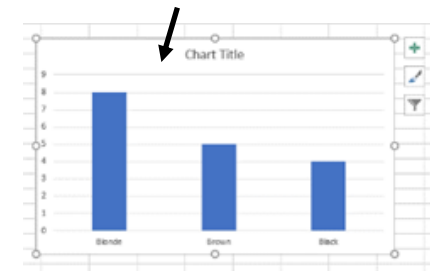
1. Input the data into the cells and highlight it.



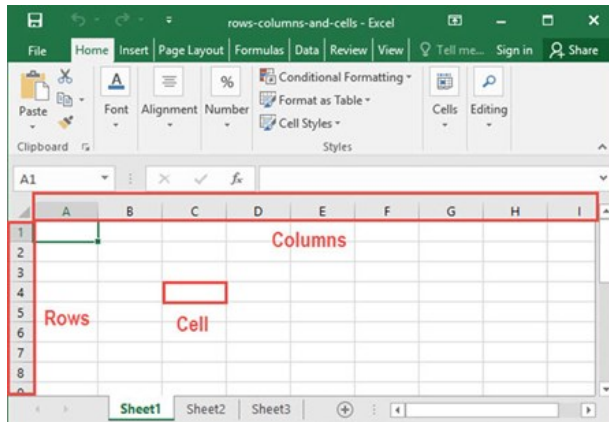
2. Click Insert on the toolbar and then select the bar chart.



3. You should have created something that looks like this.



Columns, Rows and Cells



When using Excel:

Rows go across and are numbered.

Columns go down and are lettered.

Cells are both lettered and numbered.