Computing Spreadsheets

Session		Key outcomes and knowledge	Me	Teacher
1	Conversion of Measurement Unit 5.3, Lesson 1	• I know that formulae within a spreadsheet can convert measurements of length and distance. • I know that there are a range of shortcut keys, including ctrl +c, ctrl + x and ctrl + v to cut, copy and paste		
2	Using a count tool Unit 5.3, Lesson 2	• I can use a count tool in a spreadsheet. • I know that I can share and create digital content for a specific purpose (Y5) • I know that I should create, share and access content with care. (Y6)		
3	Formulae including advanced mode. Unit 5.3, Lesson 3	• I can use a spreadsheet to model and solve a real-life problem.		
4	Text Variables to perform calculations Unit 5.1, Lesson 5	• I can create simple formulae that uses different variables. • I know that there are a range of shortcut keys, including ctrl +c, ctrl + x and ctrl + v to cut, copy and paste and ctrl +a to select all. (Y6)		

Open a previously saved file	Open, close or share a file	Save your work	Formula Wizard

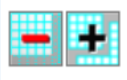|					
Ctrl + X — To Cut	Ctrl + C — To Copy	Ctrl + V — To Paste	Advanced mode	Spin	Timer

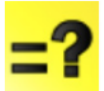|					
0.00 Format Cell Toolbox	Increase or decrease spreadsheet size	Charts	Totals toolbox	Image Tools	Controls Toolbox	Equals