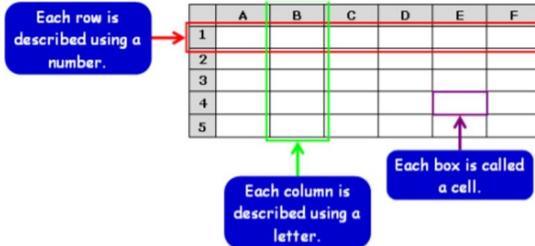
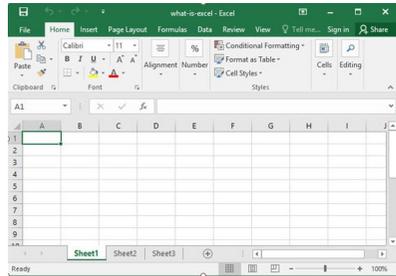


Year 5: Computing and Online Safety

Data

You will be creating spreadsheets on **Excel**.

Spreadsheets are a quick way to **input** and **calculate** data.



If you need to change the size of a column or row, you can pull the tabs next to the one you want to change.

Calculations

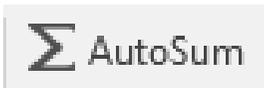
Formulae are the same as calculations, with addition, subtraction, multiplication and division.

maths symbol	spreadsheet symbol
+	+
-	-
×	*
÷	/

Example:
=SUM(6-2)

You **must** put the = sign before any calculation or it will not work.

To calculate a range of **cells**, you need to highlight the cells you want and then click on **AutoSum**.



It is the same as =SUM(A2:A7)

	A
1	
2	5
3	6
4	3
5	2
6	6
7	0

Online Safety

People can use a different identity online compared to real life. They might use a different name or use an avatar.

Changing your online identity can be for positive reasons:

- changing a surname after marriage
- adding a new photo

Or for negative reasons:

- to hide their real identity
- to pretend to be somebody else



Many images can be changed online by manipulating, altering or faking. Some people do this to make themselves look better, to share fake news or information, or to pretend they are something that they are not.



Lots of people feel pressured into looking like others in pictures.

You need to remember that the people in those pictures do not really look like that.



Vocabulary

average	adding the numbers in a set together then dividing by the amount of numbers (the mean average)
calculate	to use mathematical skills to work out an answer
cell names	cells are defined by their column and row, for example B4
formula	the calculation you need to work out
heading	the name of a page
labels	used to name columns or categories
percent	one part of 100
range of cells	a group of numbers or words in boxes
spreadsheet	an electronic document used for calculations and categories of data
SUM	the total amount resulting from adding numbers together

CRC - Article 29: All children have the right to be the best that they can be.
Article 19: All children have the right to be safe.