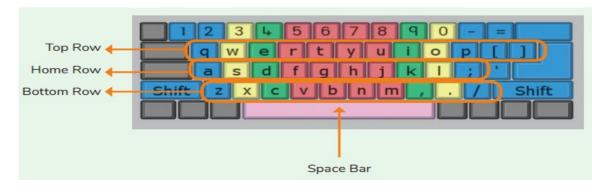
## How can I be more efficient in computing?

Word	Definition	Key Knowledge a
spreadsheet	A program that shows data in a grid in rows and columns	<u>Unit 3.3 Spreadsheets</u>
cell	A section of the spread- sheet grid with data in	
row	Cells in a spreadsheet that go from left to right	
column	Cells in a spreadsheet that go from top to bottom	

## Key Knowledge and Concepts

## Unit 3.4 Touch Typing



Key Knowledge and Concepts				Junior Scho Respect Resilience Response
<u>Unit 3.3 Spreadsheets</u>				-
	Open, close or share a file	Save your work	Open a previously saved file	Increase or decrease spreadsheet size
		E.		
	The 2Calculate toolbox	The 2Calculate control toolbox	Move cell tool	Chart control
	$\Leftrightarrow$	$\langle = \rangle$	$\Leftrightarrow$	
	Is less than	Is more than	Is equal to	Advanced mode

C

Word	Definition
Top Row Keys	The keys on the top row of the keyboard
Home Row Keys	The keys on the middle row of the keyboard
Bottom Row Keys	The keys on the bottom row of the keyboard
Space Bar	The bar at the bottom of the keyboard