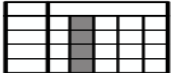

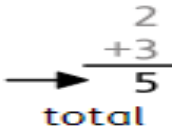


# How can I share things clearly to someone else?

Word	Definition
 column	Cells in a spreadsheet that go from top to bottom
 copy and paste	Moving something from one place to another
 total	Adding everything in a list together


Here is a graph showing a class's favourite pets.

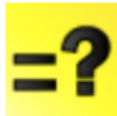


			Jan		
	Ming		Maia		
	Meer		Katie		Noah
Leonard	Zack		Oscar	Mohammed	Casey
Petra	Jay	Harriet	Ishaq	Rina	Eve
					
		Favourite Pets			

Here are some useful buttons that you will use when

  
Totalling

  
Copying

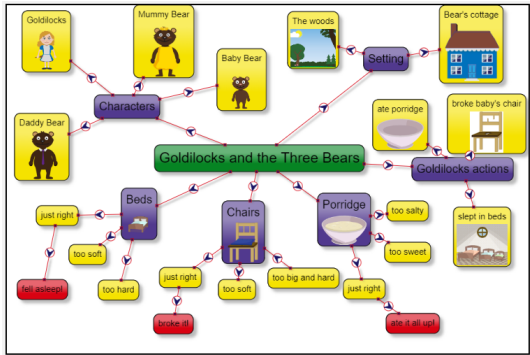
  
Equals











A quiz



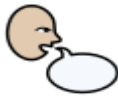
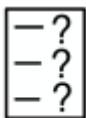
An e-book



A mind

Country	Flag	Map Outline	Capital City
England			London
Scotland			Edinburgh
Wales			Cardiff
Northern Ireland			Belfast

A fact file

Word	Definition
 present	To share and explain things with others
 quiz	Something used to test your knowledge

You can present things in different ways.