
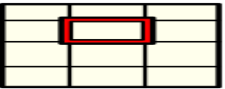
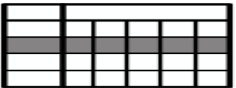





# How can I be more efficient in Computing?


Word	Definition
 spreadsheet	A program that shows data in a grid in rows and
 cell	A section of the spreadsheet 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

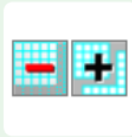
## Key Knowledge and Concepts


### Unit 3.3 Spreadsheets


  
Open, close or share a file


  
Save your work


  
Open a previously saved file


  
Increase or decrease spreadsheet size


  
The 2Calculate toolbox


  
The 2Calculate control toolbox


  
Move cell tool

  
Chart control

  
Is less than

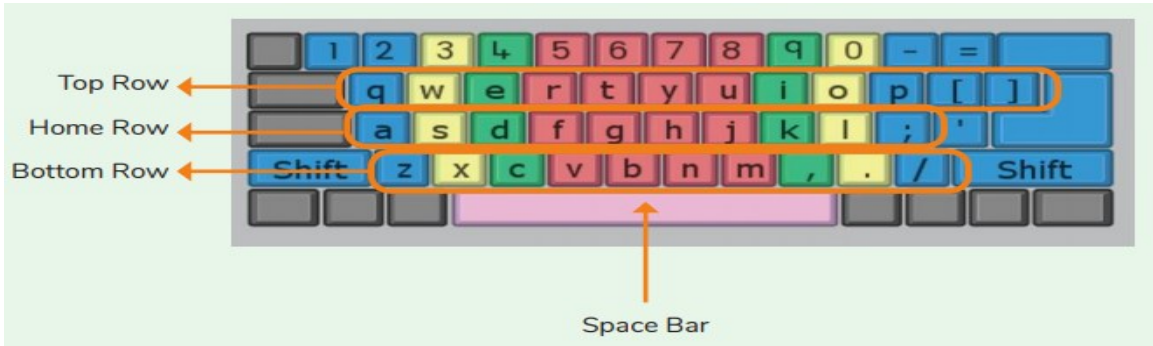
  
Is more than

  
Is equal to

  
Advanced mode

## Key Knowledge and Concepts

### Unit 3.4 Touch Typing



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