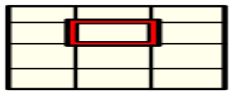
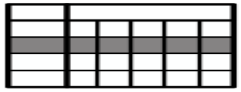
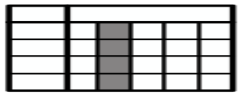
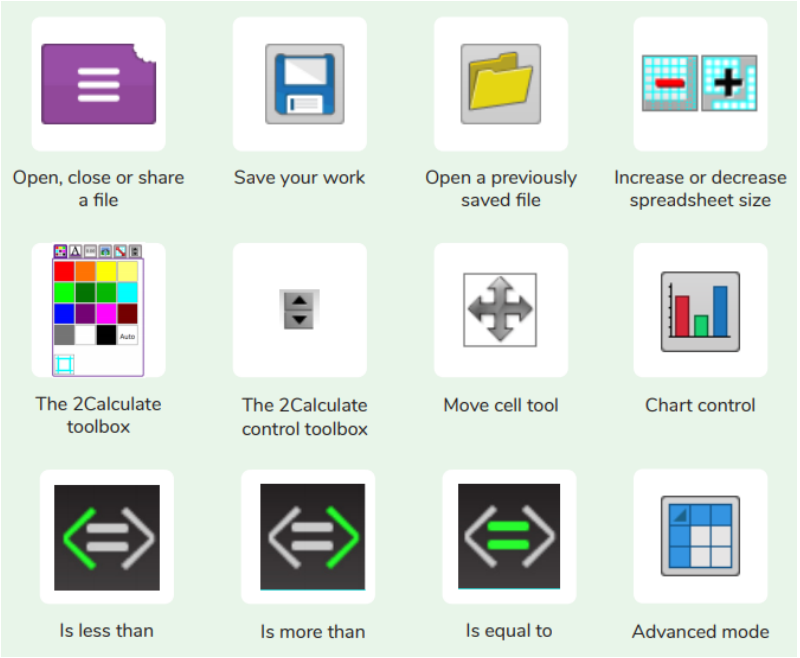
Computing Year 3 Spring 1 Focus Themes: Success

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 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

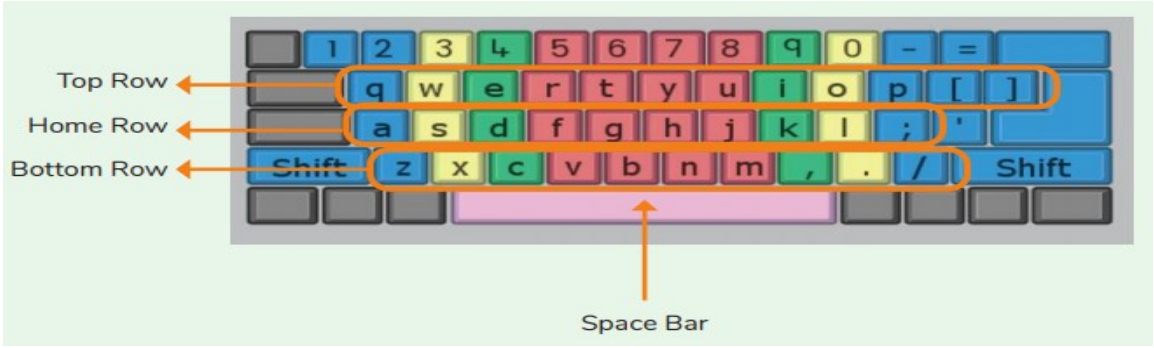
Key Knowledge and Concepts

Unit 3.3 Spreadsheets



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