

Things you already know:

- To know that computers can store information.
- How to use the keyboard to enter data to the computer.

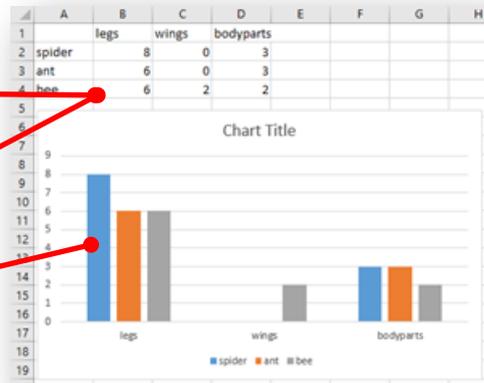
Knowledge you will gain:

- Know that a database is a collection of data on the computer that can be arranged, sorted and searched to make the data useful.
- Know that spreadsheets can be used as a database to contain data found.
- Know that a branching database will allow questions to be asked to sort data into different groups. This knowledge will be gained through experience of using existing branching databases and also by creating branching databases.
- Know how to record data in an organised way in order to complete data entry on to the computers.
- Know how zoologists work to find and research information.
- Know how to create charts in Excel by selecting data and inserting charts.

Entering data into cells

Selecting a range of cells

Inserting column (bar) charts



Computing Knowledge Organiser Year 2

Summer Term 2

We are zoologists



Vocabulary

Accuracy: Data needs to be carefully collected and added to the computer without mistakes, different spellings, unnecessary spaces etc.

Chart: Another word for a graph e.g. bar graph, pie chart.

Data: The facts and figures collected.

Filtering: Getting the computer to show only certain data that has been entered.

Input data: The process of typing this into the computer.

Sorting: Arranging the data in a certain order, for example alphabetical order.

Specific skills/understanding

Skills of entering data into cells and selecting a range of cells in Excel. They will also understand why charts might not work and consider how the data needs to be fixed or amended.

Ongoing skill set

Resizing using the resizing handles in the corners of the chart.
Transferring data accurately from paper to computer.