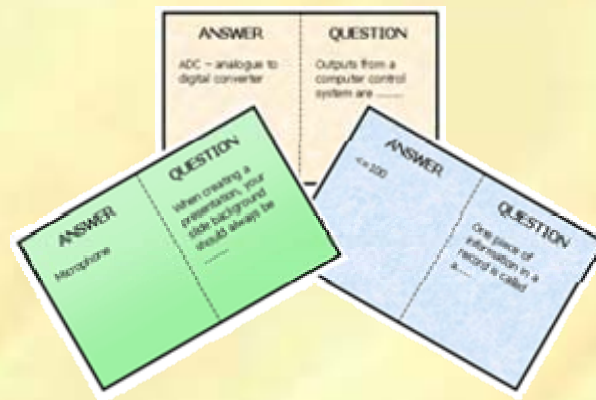


Spreadsheets



Hop-around Cards

HOP-AROUND CARDS



Preparation

Print the cards out using a high quality colour printer

Laminate each sheet and then cut out the individual cards to make a pack.

Using the cards

Shuffle the cards.

Distribute the cards amongst your students.

Every card **MUST** be used – even if it means some students have one and others have two.

Pick a student to start. That student asks their question to the class. Quickly find that question on the table of questions/answers below so that you can keep track of the sequence and will know immediately if a wrong answer has been given.

The student who thinks they have the correct answer to the question calls out their answer.

If they are correct, they then ask their question on their card to the rest of the class.

This continues until all of the questions and answers have been used.

It is important that the correct answers are accepted, otherwise the sequence will be broken and some students will end up with unused cards.

Collect the set of cards back up at the end of the task.

QUESTIONS



The table below contains the questions and matching answers. Print this table out for use during the activity.

Nominate a student to start. Quickly find their question in the table and then check that the answers which are given match those below.

The sequence of questions and answers must follow this table. If the sequence is broken, you will end up with students who have unused cards at the end.

Question/ Card No.	Question	Answer
1	What should a formula start with?	an = sign
2	What is the symbol used to when writing a formula to multiply?	a * sign
3	What is a 'worksheet'?	A page in a spreadsheet
4	What is a cell reference?	The unique column letter and row number used to identify one particular cell.
5	What might a teacher use a spreadsheet for?	To calculate the average scores of a class test.
6	What is a label?	A piece of text which identifies what is contained in the cell
7	What formula should you use when adding up a lot of numbers?	A SUM formula (or the autosum)
8	What three things can a spreadsheet cell contain?	A value, a label or a formula
9	What can you use to display your data as a picture?	A graph or chart
10	Money in cells should be formatted as what?	Currency
11	When your text doesn't fit neatly into the cell, you can make the text go over two lines. This is called what?	Wrapping text
12	A word document finishes with the extension .doc, a PowerPoint with .ppt. What does a spreadsheet finish with?	.xls
13	If you wanted to calculate the average of a set of numbers you would use a formula which started.....	=AVERAGE
14	What should you always insert on the bottom of every spreadsheet?	A footer with your name
15	The name of a popular spreadsheet package is.....?	Microsoft Excel
16	You can draw attention to a table by formatting it with.....	Borders and background colours

17	You can join a number of cells together. This is called what?	Merging cells
18	If you wanted to find the highest number from a list, you would write a formula which started ..	=MAX
19	You can copy one formula down the sheet by using what?	Auto fill
20	How many pages should your worksheet print on?	One
21	A formula which needs to subtract one number from another will use which symbol?	The – (minus) symbol
22	When you are highlighting a range of numbers, you often enclose them in a set of brackets. What are the two brackets called?	An opening and a closing bracket
23	Before you print, you should tell the spreadsheet what section you want to print by setting the	Print area
24	If you wanted to find the lowest number from a list, you would write a formula which started	=MIN
25	An accountant might use a spreadsheet to work out.....	The amount of wages that has to be paid to staff
26	The lines which separate all of the cells on a worksheet are called?	Gridlines
27	A formula which will add two numbers together will use which symbol?	The + symbol (plus)
28	A formula which divides two numbers will use which symbol?	the / (forward slash)
29	A shopkeeper might use a spreadsheet to.....?	Find out how much money they have made from selling items that day
30	When you are formatting a value as currency, you need to think about the number of	Decimal places you will need
31	You should always check what your work looks like before you print by clicking	Print preview
32	If you want to show your formulas you should do the following....?	Click on the 'tools' menu, choose 'options' and tick the formula box
extra		
extra		
extra		
extra		
extra		

ANSWER	QUESTION
Click on the 'tools' menu, choose 'options' and tick the formula box	What should a formula start with?
www.teach-ict.com	

ANSWER	QUESTION
An = sign	What is the symbol used to when writing a formula to multiply?
www.teach-ict.com	

ANSWER	QUESTION
A * sign	What is a 'worksheet'?
www.teach-ict.com	

ANSWER	QUESTION
A page in a spreadsheet	What is a cell reference?
www.teach-ict.com	

ANSWER	QUESTION
The unique column letter and row number used to identify one particular cell	What might a teacher use a spreadsheet for?
www.teach-ict.com	

ANSWER	QUESTION
To calculate the average scores of a class test	What is a label?
www.teach-ict.com	

ANSWER	QUESTION
A piece of text which identifies what is contained in the cell	What formula should you use when adding up a lot of numbers?
www.teach-ict.com	

ANSWER	QUESTION
A SUM formula (or the auto sum)	What three things can a spreadsheet cell contain?
www.teach-ict.com	

ANSWER	QUESTION
A value, a label or a formula	What can you use to display your data as a picture?
	www.teach-ict.com

ANSWER	QUESTION
A graph or chart	Money in cells should be formatted as what?
	www.teach-ict.com

ANSWER	QUESTION
Currency	When your text doesn't fit neatly into the cell, you can make the text go over two lines. This is called what?
	www.teach-ict.com

ANSWER	QUESTION
Wrapping text	A word document finishes with the extension .doc, a PowerPoint with .ppt. What does a spreadsheet finish with?
	www.teach-ict.com

ANSWER	QUESTION
.xls	If you wanted to calculate the average of a set of numbers you would use a formula which started.....
	www.teach-ict.com

ANSWER	QUESTION
=AVERAGE	What should you always insert on the bottom of every spreadsheet?
	www.teach-ict.com

ANSWER	QUESTION
A footer with your name	The name of a popular spreadsheet package is.....?
	www.teach-ict.com

ANSWER	QUESTION
Microsoft Excel	You can draw attention to a table by formatting it with.....
	www.teach-ict.com

ANSWER	QUESTION
Borders and background colours	You can join a number of cells together. This is called what?
	www.teach-ict.com

ANSWER	QUESTION
Merging cells	If you wanted to find the highest number from a list, you would write a formula which started
	www.teach-ict.com

ANSWER	QUESTION
=MAX	You can copy one formula down the page by using what?
	www.teach-ict.com

ANSWER	QUESTION
Auto fill	How many pages should your worksheet print on?
	www.teach-ict.com

ANSWER	QUESTION
One	A formula which needs to subtract one number from another will use which symbol?
	www.teach-ict.com

ANSWER	QUESTION
The – (minus) symbol	When you are highlighting a range of numbers, you often enclose them in a set of brackets. What are the two brackets called?
	www.teach-ict.com

ANSWER	QUESTION
An opening and a closing bracket	Before you print, you should tell the spreadsheet what section you want to print by setting the?
	www.teach-ict.com

ANSWER	QUESTION
Print area	If you wanted to find the lowest number from a list, you would write a formula which started
	www.teach-ict.com

ANSWER	QUESTION
=MIN	An accountant might use a spreadsheet to work out.....
	www.teach-ict.com

ANSWER	QUESTION
The amount of wages that has to be paid to staff	The lines which separate all of the cells on a worksheet are called?
	www.teach-ict.com

ANSWER	QUESTION
Gridlines	A formula which will add two numbers together will use which symbol?
	www.teach-ict.com

ANSWER	QUESTION
The + symbol (plus)	A formula which divides two numbers will use which symbol?
	www.teach-ict.com

ANSWER	QUESTION
The / (forward slash)	A shopkeeper might use a spreadsheet to.....?
	www.teach-ict.com

ANSWER	QUESTION
Find out how much money they have made from selling items that day	When you are formatting a value as currency, you need to think about the number of
	www.teach-ict.com

ANSWER	QUESTION
Decimal places you will need	You should always check what your work looks like before you print by clicking
	www.teach-ict.com

ANSWER	QUESTION
Print preview	If you want to show your formulas you should do the following.....?
	www.teach-ict.com

Spreadsheets

www.teach-ict.com

ANSWER

QUESTION

www.teach-ict.com

ANSWER

QUESTION

www.teach-ict.com

ANSWER

QUESTION

www.teach-ict.com

ANSWER

QUESTION

www.teach-ict.com

ANSWER

QUESTION

www.teach-ict.com

ANSWER

QUESTION

www.teach-ict.com

ANSWER

QUESTION

www.teach-ict.com