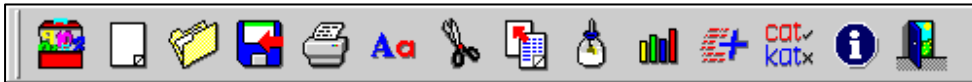


Using NumberBox

Getting Started

Once NumberBox has loaded you will see a 'Menu bar' containing pictures at the top of the window. As you pass the mouse pointer over each picture it will change to a button.



Below the Menu Bar you will see the 'Edit Bar'. This bar is used for entering information and for changing the type of information displayed. As you will see it is also possible to enter



information directly into the spreadsheet.

The main part of the window is made up of the 'spreadsheet'. This is the area in which your work will be displayed.

You will see that one of the boxes or 'cells' is highlighted with a bold black line. This is the current cell. It is possible to move this highlight around the spreadsheet by using the arrow keys on the keyboard or by clicking on a new cell with the mouse.

	A	B	C
1			
2			
3			
4			
5			

To enter information into a cell click on the cell you wish to use and then start typing.

Built-in functions

As an example enter a column of numbers as in the example below.

	A	B
1		24
2		12
3		48
4		23
5		26
6		34
7		
8		


Move to the empty cell below the last number and choose 'Sum' from the 'Formula' menu or 'Add up numbers' from the 'Sums' menu if you are using the Green level.

It is also possible to choose one of the 'functions' from the List Bar.

NumberBox will automatically add the numbers up for you. If you now go back and change one of the numbers you will see that the number in the 'Sum' cell will change.

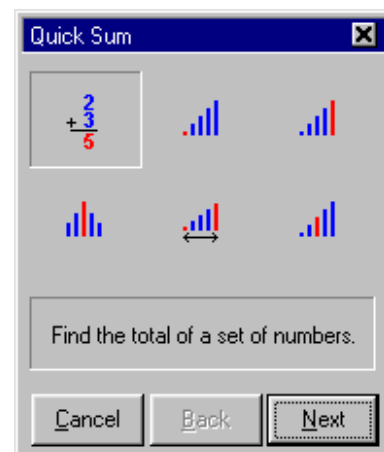
Try using one of the other options from the 'Sums' or 'Formula' menu: Average, Minimum, Range, Mode.

Quick Sums

Click on the 'Quick Sum' button  and the following dialog will appear:

Choose the type of sum (function) you wish to use and then click on the 'Next' button.

Next select the block of cells you wish to use. It is possible to select more than one block. Make sure each block



reference is separated by a comma. Once you have finished doing this click on the 'Next' button.

You will be asked to select the cell for the result. Click on the cell and then click on the 'Finish' button.

At anytime while carrying out the above steps clicking on the 'Back' button will take you back a step.

Quick Sheets

While the setting up of spreadsheets is very simple there is an even simpler and faster method using the 'Quick Sheets' facility.

By using Quick Sheets the user can create a whole series of very useful spreadsheets just by answering a few questions and selecting from a range of options.

To use 'Quick Sheets' choose 'Quick Sheets...' from the 'File' menu. A dialog box with a list of Quick Sheets will appear.

The Quick Sheets are in 4 different groups from yellow to red. Yellow Quick Sheets are the simplest.

Choose the name of the Quick Sheet you wish to use and then click on the 'OK' button.

KS1

Shoes – Use this spreadsheet to record the types of fastenings on children's shoes.

Adding Machine – Use this spreadsheet to reinforce early number work. After a number has been entered in the left-hand cell, the children predict the number that would have to be entered in the right-hand cell in order to make the total.

Taking Away – This spreadsheet has been designed as a good way to support prediction and reinforcement. It works in much the same way as 'Adding Machine'.

After numbers are entered in the first and second cells, the children predict the result before clicking the equals button to reveal the answer.

Simple Surveys – Use this spreadsheet to record, display and graph information chosen from a range of topics.

Jellies – This spreadsheet records everyone's favourite flavour of jelly. It works through drop-down lists, which means that the users should not have any difficulties with spelling.

Our Pet Survey – Record the different pets kept by the children in the class. If the members do not own many pets, it can be changed so that it records favourite pets.

KS1/2

How Long? – This spreadsheet is used to calculate any elapsed time between events in years.

KS2

Dinner Register – A basic spreadsheet that is used to record what the children are doing at lunchtime.

Supermarket Checkout – A modelling activity designed to give children practice of calculating the amount of change they would need to give.

Weather – This spreadsheet can be used to record two different sets of data: pulse rates for a group, and the recovery times for an individual.

Crisps – Use this spreadsheet to work out whether it is cheaper to buy crisps as single bags or in multipacks.

Cans or Bottles – This is much the same as 'Crisps', but will involve doing some research to determine whether the price per 100ml of fizzy drinks is higher for drinks bought in cans rather than bottles.

League Table – Use the initial wizard to name the League and to decide how many points are awarded for a win, and after creating the initial spreadsheet, enter the names of the competing teams.

Growing a Plant – Record the growth of a plant over a period of time.

Temperature – Record the temperature readings from a set of thermometers placed around the school. Maximum, minimum and average temperatures are automatically calculated and displayed.

TV Time – Calculate the amount of time allocated by a television channel to different genres of entertainment.

The Dice Machine – This sheet models a probability experiment using two dice. It is operated through a separated control panel called 'The Recalculator'.

The first two buttons in 'The Recalculator' panel operate the dice. The first arrow begins the sequence of throws, the second will increase the speed. The third button will stop the sequence and the final one will increase the total by one.

Drawing graphs

NumberBox 2 includes a new feature called '**Dynamic Graphs**' that means that once a graph is displayed it will be updated as soon as the graph data in the spreadsheet is updated. This feature can be switched on or off by choosing 'Dynamic graphs' from the 'Options' menu item on the Graphs menu.



Before clicking on the graph button to open the graph window you should select the area of the graph you wish to graph as in the example below. (There is no need to select the column headings.)

Colour	Number
red	5
blue	8
green	3
yellow	1

If the sections of your spreadsheet that you wish to graph are not in one complete block it is possible to select multiple blocks by selecting the first block and then holding down the 'Ctrl' key while selecting other blocks. The 'shoes name' block and the block for Wednesday have been selected on the following

Shoe Fastenings						
	Mon	Tues	Wed	Thurs	Fri	Total
Buckles	4	6	5	5	4	24
Laces	6		7	4	2	19
Velcro	3	8	9	4	1	25
Slip-On	1	1	0	1	2	5
Zips	2	2	2	2	2	10
Other	5	4	5	6	2	22

Once you have clicked on the graph button the graph window will open. Some or all of the graph buttons should be available. Click on a graph button to draw a graph.