

Max's Spreadsheet Superstars

Learning objective: To explain how spreadsheets are used to organise, calculate, and present data effectively.

Use the prompts below to write a guide for a friend explaining how to use a spreadsheet. Max the monkey is here to help you think like a maths detective!

A spreadsheet is a powerful digital tool that helps us organise information into a grid of columns and rows.

Word bank: data · cell · column · row · formula · calculate · automatically · spreadsheet · organise · total · input

1. What is a spreadsheet and why is it more useful than a piece of paper for maths? Start by saying: A spreadsheet is helpful because... (2 marks)

2. How do you identify a specific place in a spreadsheet? Start by saying: To find a specific piece of information, I look for the cell reference, which is... (2 marks)

3. Explain how a formula works using an example. Start by saying: A formula is a special instruction that tells the computer to... (3 marks)

4. If Max the monkey wanted to track the cost of his fruit, how would he set up his spreadsheet? Start by saying: Max could create columns for... (3 marks)

5. Why does a spreadsheet update automatically when you change a number? Start by saying: When you change a value, the spreadsheet is clever because... (2 marks)

Extension challenge: Imagine you are planning a class party. List three different things you would put in your spreadsheet columns (e.g., Item, Quantity, Price per item) and explain why this would make shopping easier.