

Class 4 Computing Assessment: Introduction to Spreadsheets

Learning objective: To demonstrate understanding of how to organise data, use basic formulas, and format cells in a spreadsheet.

Read each question carefully. Use the word bank to help you with your answers. Write your responses clearly in the spaces provided.

Max the monkey is helping the local community garden track their harvest. He has created a digital table to record how many kilograms of carrots, potatoes, and peas were picked each week. He uses his computer to add up the totals automatically so he can spend more time climbing trees!

Word bank: Cell · Column · Row · Formula · Data · Autosum · Format

1. What is the specific name for the small, rectangular box where a row and a column meet in a spreadsheet? (1 mark)

2. Explain the difference between a row and a column in a spreadsheet grid. (2 marks)

3. Max wants to add up the total weight of the carrots. If the weights are in cells B2, B3, and B4, write an example of a simple addition formula he could type into cell B5. (2 marks)

4. Why is it more efficient to use a formula to calculate a total rather than adding the numbers up in your head? (3 marks)

5. Max wants to make his spreadsheet look tidy. Describe two ways he could change the 'format' of his cells (e.g., changing how the text or numbers look). (4 marks)

6. If Max records the price of a bag of seeds as £2.50 and a bag of fertiliser as £3.75, explain how a spreadsheet can help him calculate the total cost of these items instantly. (3 marks)

7. Extended Writing Task: Imagine you are helping a school librarian create a spreadsheet to track books. Explain why spreadsheets are useful tools for organising information, how you would set one up, and what kind of data you might include. Include at least three examples of information you would track. (5 marks)

Draw: Draw a labelled diagram of a simple spreadsheet grid. Label one 'Column', one 'Row', and one 'Cell'.



Extension challenge: Total: /25. Challenge: Research what happens to a formula if you change one of the numbers in the cells it is adding up. Does the answer change automatically? Write your findings in one sentence.