

## Kit's Computing Corner: Spreadsheet Superstars

*Learning objective: To understand how to use a spreadsheet to organise data, use basic formulas, and perform simple calculations.*

Read each question carefully. Use your knowledge of digital spreadsheets to help Kit the fox manage his collection of forest findings.

Kit the fox is using a spreadsheet to track the items he has collected for the community museum. He has listed the name of the item in Column A and the cost of each item in Column B. He needs to add these up to find the total budget.

*Word bank: Cell · Formula · Row · Column · Sum · Data · Active Cell*

**1. Kit needs to add up the values in cells B2, B3, and B4. Write the formula he should type into cell B5 to find the total. (2 marks)**

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

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**3. Kit accidentally types '£5.00' into a cell. If he wants to use this number in a calculation, why is it important that he keeps the cell format as 'Number' or 'Currency' instead of 'Text'? (2 marks)**

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**4. If Kit wants to organise his list of items alphabetically, which spreadsheet tool should he use? (1 mark)**

**5. Kit has items costing £2.50, £1.20, and £3.30. Calculate the total sum of these items. (1 mark)**

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**Draw:** Draw a diagram of a simple spreadsheet grid. Label one column 'Item Name' and one column 'Price'. Include three rows of data for items like 'Shiny Pebble', 'Oak Leaf', and 'Acorn'.



*Extension challenge: Imagine you are planning a class party. Create a spreadsheet table on a piece of paper that includes a list of 5 items to buy, their individual costs, and a 'Total' cell at the bottom. Write the formula you would use to calculate the total cost.*