

Max's Spreadsheet Masterclass

Learning objective: To understand the key components and functions of a spreadsheet for organising and calculating data.

Read the front of the card to see the term or question, then flip to check if your answer matches Max's explanation.

What is a spreadsheet?

A computer application used for organising, storing, and calculating data in a grid format.

What is a 'Cell' in a spreadsheet?

A single rectangular box where a row and a column meet, used to store one piece of data.

How are columns labelled in a spreadsheet?

Columns are labelled with letters (A, B, C, etc.) running vertically from top to bottom.

How are rows labelled in a spreadsheet?

Rows are labelled with numbers (1, 2, 3, etc.) running horizontally from left to right.

What is a 'Formula' used for?

A mathematical instruction typed into a cell to automatically calculate a result based on other cells.

What does the 'Sum' function do?

It adds up a range of numbers selected from different cells.

What does it mean to 'Sort' data?

To arrange data in a specific order, such as alphabetical (A-Z) or numerical (smallest to largest).

What is the purpose of a 'Filter'?

To hide data you don't need to see so you can focus only on the information that matches your specific criteria.

If Max wants to add the values in cell A1 and A2, what symbol must he type first?

The equals sign (=).

What is 'Data'?

The information, such as numbers or text, that is entered into the spreadsheet cells.

Why are spreadsheets useful for managing money?

They can automatically calculate totals, such as adding up the cost of items in a £ shopping list.

True or False: Each cell has a unique address made of a letter and a number (e.g., B4).

True.