

Kit's Computing Lab: Planning a Spreadsheet

Learning objective: To understand how to organize data into rows, columns, and cells for a digital spreadsheet.

Kit the fox is helping organize a class trip to the local fruit market! Before we use the computer, we need to plan our data on paper. Think about what information needs to go into the spreadsheet. Use the sections below to design your layout, remembering that spreadsheets use columns (vertical) and rows (horizontal).

Word bank: Cell · Column · Row · Data · Value · Label · Format · Calculate

1. Column Headings: What labels will you put at the top of your columns to describe your fruit items? (e.g., Item Name, Price in £, Quantity) (2 marks)

2. Data Rows: List three fruit items you would like to track. Include a price for each in dollars and cents. (3 marks)

3. Calculating Totals: If you wanted to find the total cost of all your items, which mathematical operation would you use, and which cell range would you select? (2 marks)

4. Cell Formatting: Why is it important to format the price cells as 'Currency' or '£' rather than just typing a number? (2 marks)

5. Refining your plan: If you decided to add a new column to show the 'Total Cost' for each fruit (Price multiplied by Quantity), where would you place it and what would you name it? (2 marks)

Extension challenge: Imagine you have a 'Total' cell at the bottom of your price column. Write down the simple formula you would type into a spreadsheet to add up all your prices (e.g., =SUM(...)).