

Kit's Computing Corner: Spreadsheet Superstars

Learning objective: To understand how to use a spreadsheet to organize 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)

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)

4. If Kit wants to organize 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)

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.