

Class 4 Computing Assessment: Spreadsheet Superstars

Learning objective: To demonstrate understanding of spreadsheet layout, data entry, and the use of simple formulae for calculations.

Read each question carefully. Use the word bank to help you identify technical terms. Ensure your answers are clear and precise.

Kit the fox is helping the BookFlik friends organise their school shop. They have created a spreadsheet to track the prices of items they are selling. They have listed items in column A and their prices in column B. To find the cost of two items, they use a formula starting with an equals sign (=).

Word bank: Cell · Formula · Column · Row · Value · Sum · Total · Label · Layout

1. Identify the difference between a 'Row' and a 'Column' in a spreadsheet. How are they labelled? (2 marks)

2. Kit wants to add the price of an apple (£0.50) and a pencil (£0.30). Write the exact formula he should type into a cell to calculate the total. (2 marks)

3. Explain why it is useful to use a formula rather than just typing the answer into the cell yourself. (3 marks)

4. If you change the price of an item in a cell that is part of a formula, what happens to the total? Explain your reasoning. (3 marks)

5. Compare and contrast a spreadsheet with a handwritten list. Why might a scientist like Bea the Bee prefer a spreadsheet for her experiment data? (4 marks)

6. What might happen if you accidentally type a word into a cell that is supposed to contain a number for a calculation? Justify your answer. (3 marks)

7. Imagine you are running a school stationery shop. Design a small spreadsheet table with three items, their individual prices, and a formula to calculate the grand total. Explain how your spreadsheet helps you keep track of your money. (5 marks)

Draw: Draw a diagram of a simple spreadsheet grid. Label one 'Cell', one 'Row', and one 'Column'. Show where the 'Formula Bar' would be located at the top.



Extension challenge: Total: /25. Extension Task: Write a short paragraph explaining how spreadsheets could be used to help organise a large event, such as a school sports day. Consider how formulae could track scores or equipment costs.