Kit’s Computing Workshop: Designing a Spreadsheet

Learning objective: To understand the structure of a spreadsheet by identifying rows, columns, cells, and data entry.

Kit the fox is organising his library inventory. Use the grid below to draw a spreadsheet layout. Label the key features of the interface using the word bank provided.

Draw: Draw a large, clear grid of 5 columns and 5 rows in the centre of the page. Above the grid, draw a long, thin rectangular box to represent the Formula Bar. Leave enough space around the grid to draw arrows pointing to the different components so they can be labelled.

Label words: Row · Column · Cell · Data · Header · Formula Bar

Steps:

1. Step 1: Draw a 5x5 grid in the space below. Label the vertical sections as 'Columns' and the horizontal sections as 'Rows'.

2. Step 2: Inside one of the small boxes in your grid, write the word 'Cell'. Explain why we use unique names like 'A1' or 'B2' to identify specific cells.

3. Step 3: Kit wants to record the price of books. If he writes '£4.50' in a cell, what is this information called in computing terms?

4. Compare and contrast: How is a spreadsheet different from a standard list written on a piece of paper?

5. Justify your answer: Why is it more efficient to use a formula to add up prices in a spreadsheet rather than adding them up manually?

6. What might happen if Kit accidentally deleted a row of data that contained a formula? Explain the consequences for his inventory.