

Kit's Digital Ledger: Mastering Spreadsheets

Learning objective: To understand the purpose of spreadsheets, identify cells, rows, and columns, and apply basic formulas to calculate totals.

Kit the fox is organising a community garden project. Use your knowledge of digital spreadsheets to help Kit calculate the costs and arrange the data effectively. Read each question carefully and show your working where necessary.

Word bank: Cell · Column · Row · Formula · Data · Cell Reference · Total · Active Cell

1. Kit has a spreadsheet open. He wants to highlight the vertical line of boxes that goes from top to bottom. Is this a row or a column? Explain how these are labelled in a standard spreadsheet programme. (2 marks)

2. If Kit types the price of a packet of sunflower seeds (£1.50) into the box at the intersection of column B and row 4, what is the cell reference for that price? (1 mark)

3. Kit wants to add up the cost of three items located in cells A1, A2, and A3. Write the formula he should type into cell A4 to calculate the sum of these items. (2 marks)

4. Compare and contrast: Why is it more efficient for Kit to use a formula instead of a calculator to find the total cost of 50 different garden items? (3 marks)

5. Justify your answer: If Kit changes the price of a watering can from £4.00 to £3.50 in the spreadsheet, what happens to the total calculation? Explain why this feature is useful. (2 marks)

Draw: Draw a diagram of a simple spreadsheet grid. Label one 'Column', one 'Row', and shade one individual 'Cell'.



Extension challenge: What might happen if Kit accidentally typed letters into a cell that he was trying to include in a mathematical formula? Write a short prediction explaining the potential error message or result the spreadsheet might display.