

Kit's Computing Lab: Spreadsheet Planner

Learning objective: To understand how to organise data into rows, columns, and cells using a spreadsheet template.

Kit the fox is helping organise a school garden project. Use this template to plan how your data will look in a spreadsheet. Think about your column headings and the specific data you would need to calculate costs or track plant growth.

Word bank: Cell · Column · Row · Data · Formula · Heading · Value · Sort · Filter

1. Project Title and Purpose: What is the goal of your spreadsheet? Who is the intended audience? (2 marks)

2. Column Headings: List the titles you would place at the top of your columns (e.g., Item Name, Price in £, Quantity). (3 marks)

3. Data Entry: Provide two examples of the information that would go into your rows below the headings. (3 marks)

4. Calculations: Which cell would you use a formula in to find the 'Total Cost' of your items? (2 marks)

5. Formatting: Explain one way you would use formatting (like bold text or cell borders) to make your spreadsheet easier to read. (2 marks)

Extension challenge: Imagine your garden project budget is £50.00. Write down a list of 5 items you would buy and calculate the total to ensure you stay under budget.