

Kit's Spreadsheet Planner

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

Kit the fox needs help organising his snack shop prices. Use this template to plan your spreadsheet before you type it into the computer. Remember: Rows go across and Columns go down.

Word bank: Cell · Column · Row · Data · Total · Price · Item · Formula

1. Column Headings: What labels will you put at the top of your columns? (For example: Item Name, Price, Quantity) (2 marks)

2. Data Rows: List three items you want to sell in your shop and their prices in pounds (£). (3 marks)

3. Cell Location: If your first item is in the first row and first column, what is the 'cell address'? (Hint: Use a letter and a number). (2 marks)

4. The Calculation: What 'formula' could you use to add up the cost of two items together? (2 marks)

Extension challenge: Can you draw a grid below to show how your spreadsheet will look on the computer screen? Label one column 'A' and one row '1'.