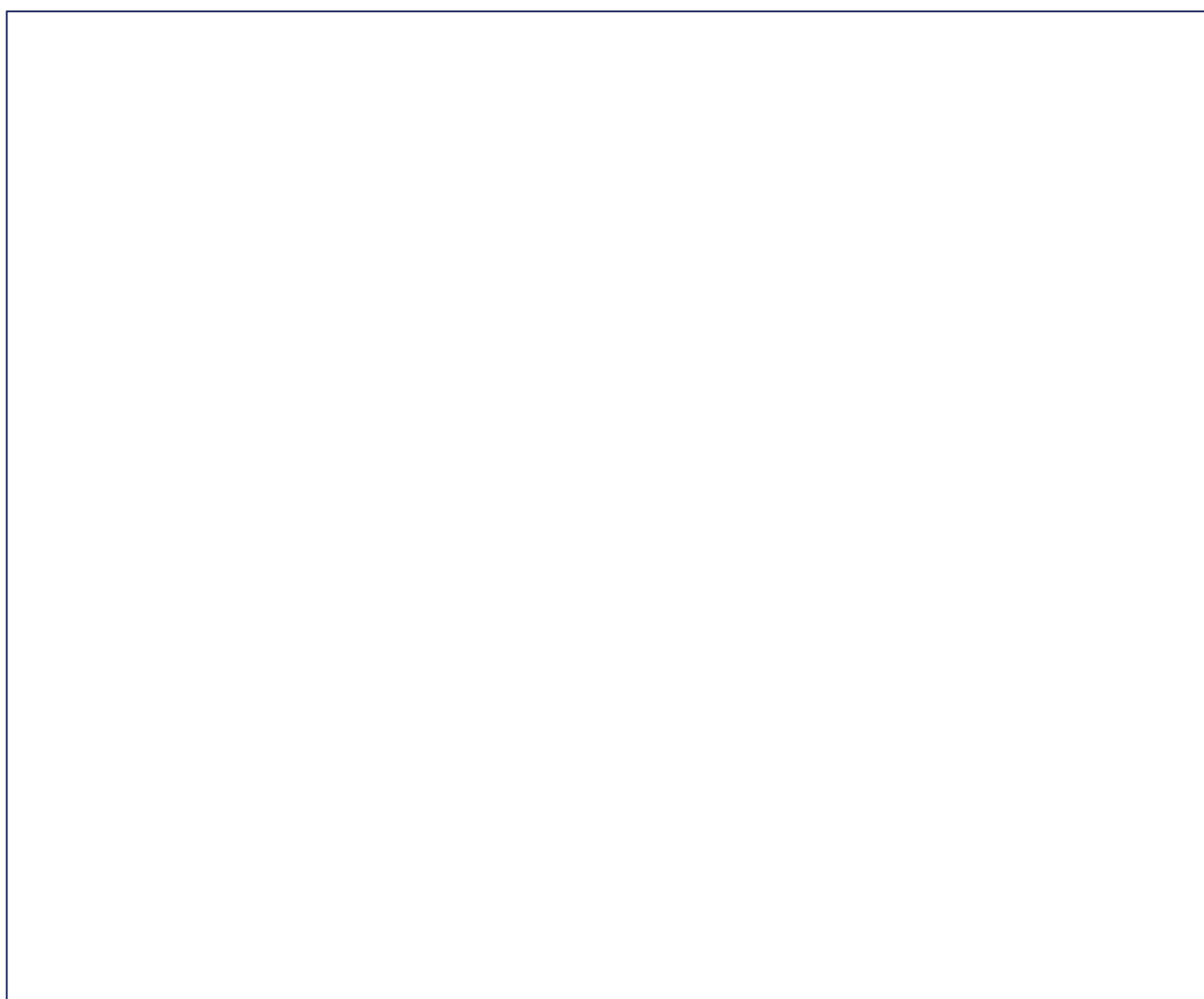


Kit's Spreadsheet Workshop

Learning objective: Understand the layout and terminology of a spreadsheet, including cells, rows, columns, and cell references.

Kit the fox is organising his library inventory. Follow the steps below to design a spreadsheet layout on your page, then answer the questions to show you understand how it works.

Draw: Draw a large grid in the centre of your page representing a computer spreadsheet. Include letters A, B, and C along the top for the columns and numbers 1, 2, 3, and 4 down the side for the rows. In the first row, write 'Book Title' in cell A1, 'Author' in cell B1, and 'Price' in cell C1. In cell C2, draw a small pound sign (£) and a number. Add a small 'fx' symbol above your grid to represent the formula bar. Use a neat, technical style with straight lines, as if you are designing software.



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

Steps:

1. Identify which part of the spreadsheet holds the data 'Book Title' and explain why it is important to have headers.
2. If a cell is located in Column C and Row 4, what is its cell reference?
3. Kit wants to add up the cost of three books: £5.50, £3.20, and £4.00. Write the formula he would type into

a cell to calculate this.

4. What is the difference between a row and a column in a spreadsheet?

5. Why would Kit use a spreadsheet instead of a piece of paper to track his book collection?