

Mastering Spreadsheets with Kit the Fox

Learning objective: To understand the key terminology and functions used in spreadsheet software.

Read the front of the card to test your knowledge of spreadsheets. Flip to the back to check your definition provided by Kit the Fox.

What is a 'Cell' in a spreadsheet?

A single rectangular box where a row and a column meet, used to store a piece of data.

How are columns identified in a spreadsheet?

Columns are identified by letters (e.g., A, B, C) running vertically down the screen.

How are rows identified in a spreadsheet?

Rows are identified by numbers (e.g., 1, 2, 3) running horizontally across the screen.

What is a 'Cell Reference'?

A unique identifier for a cell, combining its column letter and row number (e.g., B4).

What is a 'Formula' used for in a spreadsheet?

An expression that performs a calculation on the data, such as adding or multiplying numbers.

What symbol must every formula start with?

The equals sign (=).

What is the difference between a Workbook and a Worksheet?

A Workbook is the entire file, while a Worksheet is a single page or tab within that file.

What is 'Data' in the context of computing?

The information, such as text or numbers, that you input into the cells of a spreadsheet.

What does it mean to 'Sort' data?

To arrange the information in a specific order, such as alphabetical or numerical (ascending or descending).

What is a 'Function' in a spreadsheet?

A pre-defined formula that performs a specific task, such as 'SUM' to add up a range of numbers.

Why do we use spreadsheets?

To organise, analyse, and calculate data efficiently.

If you want to find the total cost of items priced £5, £10, and £2, what should you do?

Input the values into cells and use a 'SUM' function or an addition formula.