

Kit's Spreadsheet Super-Quiz

Learning objective: To understand the fundamental features and functions of spreadsheet software, including cells, rows, columns, and basic calculations.

Help Kit the fox organise his library data! Read each question carefully and circle the correct answer or write your response in the space provided.

Answer Key: 1. A (Cell), 2. True, 3. Column, 4. B (Equals sign), 5. False, 6. Data, 7. B (Row), 8. Sum, 9. True, 10. Formula. (Each correct answer is worth 1 mark).

Word bank: Cell · Column · Row · Formula · Data · Spreadsheet · Sum · Value

1. 1. What is the name for a single box in a spreadsheet where you can enter text or numbers? A) Cell* B) Box C) Square D) Grid (1 mark)

2. 2. True or False: Every spreadsheet is made up of a grid of columns and rows. (1 mark)

3. 3. What is the vertical line of boxes labelled with letters (A, B, C) called? (1 mark)

4. 4. Which symbol must you type at the start of a calculation for the computer to solve it? A) + B) =* C) # D) / (1 mark)

5. 5. True or False: If you change a number in a cell, the spreadsheet will not automatically update the total. (1 mark)

6. 6. What is the general term for the information (like names, dates, or prices) that we enter into a spreadsheet? (1 mark)

7. 7. Which of these runs horizontally across the spreadsheet and is labelled with numbers? A) Column B) Row* C) Cell D) Label (1 mark)

8. 8. If you want to add up a list of prices like £5.50 and £2.25, which function would you use? (1 mark)

9. 9. True or False: You can use a spreadsheet to create charts and graphs from your information. (1 mark)

10. 10. What is the specific name for the instruction you write in a cell to perform a calculation? (1 mark)

Draw: Draw a small spreadsheet grid showing Kit the fox's fruit shop inventory. Include columns for 'Item', 'Price', and 'Quantity', and make sure the cells look neat and tidy!

Extension challenge: Imagine you have a budget of £20.00 to buy books for the library. Create a list of 5 books with different prices. Calculate the total cost of all 5 books and write down what you would do if the total came to £25.00.