

Kit's Computing Corner: Spreadsheet Superstars

Learning objective: To understand how to use spreadsheets to organise data, use basic formulae, and perform calculations.

Read each question carefully and use your knowledge of spreadsheets to solve Kit the Fox's computing challenges. Remember to use the correct terminology.

Kit is helping the forest community keep track of their snack shop sales. He has created a digital spreadsheet to manage the prices, quantities sold, and total costs for the items in the shop.

Word bank: Cell · Formula · Column · Row · Sum · Data · Active cell

1. Kit wants to add the total cost of 5 apples at £0.20 each. If the price is in cell B2 and the quantity is in cell C2, write the formula Kit should type into cell D2 to calculate the total. (2 marks)

2. Explain the difference between a 'row' and a 'column' in a spreadsheet. How are they usually labelled? (2 marks)

3. If Kit wants to find the total amount of money earned from all 10 different items in the shop, which function should he use to add them all up quickly? (1 mark)

4. Why is it better to use a formula (like =B2*C2) instead of typing the answer (like 1.00) directly into the cell? (2 marks)

5. Kit accidentally deletes the data in cell A1. If he notices immediately, which keyboard shortcut can he use to undo his mistake? (1 mark)

Draw: Draw a simple spreadsheet grid with 3 columns and 3 rows. Label the columns A, B, and C, and the rows 1, 2, and 3. Inside one cell, draw a small symbol to represent an 'Active cell'.



Extension challenge: Imagine you are planning a class party. Create a list of 5 items you need to buy and their prices. Write down what the column headings would be if you were putting this into a spreadsheet.