

Kit's Computing Guide: Mastering Spreadsheets

Learning objective: To explain how spreadsheets function, including the use of cells, rows, columns, and basic formula functions.

Kit the fox needs your help to explain how to manage data using a spreadsheet. Use the prompts below to write your guide for a new user. Remember to use technical vocabulary like 'cell', 'formula', and 'data'.

A spreadsheet is a powerful digital tool that allows us to organise information into a grid of cells, which makes calculating totals much faster.

Word bank: alphabetical order · cell reference · automatically · formula bar · input data · numerical value · sum function · columns and rows

1. Introduction: Describe what a spreadsheet is and why it is better than a paper list. Start by saying: A spreadsheet is useful because... (2 marks)

2. The Grid System: Explain the difference between columns and rows. Start by saying: The grid is organised into columns, which are labelled with letters, and rows, which are... (2 marks)

3. Identifying Cells: How do we name a cell? Start by saying: Each individual box is called a cell, and we identify it by combining the letter of the column and the... (2 marks)

4. Using Formulas: How do we make the computer do the maths for us? Start by saying: To calculate a total, we must use a formula. We start by typing an equals sign, then... (3 marks)

5. Real-world Application: Give an example of how you could use a spreadsheet in real life, such as planning a class party budget. Start by saying: One way I could use a spreadsheet is to... (2 marks)

Extension challenge: Imagine you are tracking the costs for a school bake sale. Create a small table with three columns: 'Item', 'Quantity', and 'Price per Item'. Calculate the total cost for each row.