

Spreadsheet Whizzes with Kit the Fox

Learning objective: To understand the fundamental components of a spreadsheet and how to use them for data organisation and calculations.

Read the front of the flashcard, think about Kit the Fox's computing tips, and then reveal the answer to check your understanding of spreadsheets.

What is a 'Cell' in a spreadsheet?

A cell is the small, rectangular box where a single piece of information or data is entered.

What do we call the vertical sections identified by letters at the top?

These are called Columns.

What do we call the horizontal sections identified by numbers on the left?

These are called Rows.

How do you identify a specific cell in a spreadsheet?

By using its cell reference, which is the column letter followed by the row number (e.g., B4).

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

A formula is a mathematical equation that automatically calculates values based on the data in other cells.

Which symbol must you type first to tell the spreadsheet you are writing a formula?

You must always start with the equals sign (=).

What does the 'Sort' function do to your data?

It organizes your data into a specific order, such as alphabetical or numerical order.

What is the purpose of a 'Filter' in a spreadsheet?

A filter allows you to hide data that you don't need to see so you can focus only on the specific information you are looking for.

Explain why it is useful to use cell references instead of typing numbers directly into a formula.

If you change the number in the referenced cell, the formula will automatically update the answer without you having to rewrite it.

Compare and contrast a spreadsheet with a handwritten table.

Both show data in rows and columns, but a spreadsheet can perform automatic calculations, change data instantly, and create charts from the information.

Justify why Kit the Fox might choose a spreadsheet over a word processor to manage his store's item prices.

A spreadsheet is better because it allows him to quickly calculate the total cost of items using formulas and easily sort the prices from lowest to highest.

What might happen if you entered a formula as '4+4' instead of '=4+4'?

The spreadsheet would treat it as text rather than a command, and it would display '4+4' in the cell instead of calculating the result of 8.