

Kit's Computing Challenge: Mastering Spreadsheets

Learning objective: To understand the purpose of spreadsheets, identify key terminology, and explain how to use formulas to solve problems.

Use this writing frame to describe how to use a spreadsheet to organize information. Imagine you are helping Kit the fox create a digital store inventory. Use the word bank to help you construct your sentences.

A spreadsheet is a powerful digital tool that helps us to organize information into a grid of rows and columns.

Word bank: cell · row · column · formula · data · calculate · automatically · spreadsheet · value · organize · accurate · sum

1. What is the difference between a row and a column in a spreadsheet? Start your answer by saying: 'Rows run horizontally across the page, whereas columns...' (2 marks)

2. Explain why it is useful to use a formula instead of calculating the total cost of items by hand. Start your answer with: 'Using a formula is more efficient because...' (3 marks)

3. If Kit wants to find the total price of five apples at £0.50 each, which formula would he type into the cell? Explain the steps: 'To calculate the total, Kit would need to...' (3 marks)

4. Compare and contrast a written list on paper with a spreadsheet. What are the advantages of using digital software? Start with: 'A spreadsheet is superior to a paper list because...' (4 marks)

5. Justify your answer: Why might it be important to ensure the data entered into a spreadsheet is accurate? Start with: 'It is essential to input correct values because...' (3 marks)

6. What might happen if you accidentally typed a letter instead of a number in a cell meant for a calculation? Start with: 'If a letter is entered into a calculation cell, the spreadsheet might...' (3 marks)

Extension challenge: Imagine your spreadsheet has a 'Total Cost' column that suddenly displays an error message. Write a short paragraph explaining the three most likely reasons this error has occurred and how you would troubleshoot the problem to fix the formula.