

# Grade 4 Computing Assessment: Mastering Spreadsheets

*Learning objective: To assess understanding of spreadsheet software, including data entry, cell referencing, and the use of simple formulae to solve problems.*

Read each question carefully. Use the word bank to help you with technical terms. Write your answers clearly in the spaces provided.

Kit the fox is helping the BookFlik group organize a charity bake sale. Kit has created a spreadsheet to track the ingredients and costs. The prices are listed in Column B, and the items are listed in Column A. Kit needs to use a formula to calculate the total cost of all the ingredients combined.

*Word bank: Cell · Formula · Column · Row · Active Cell · Sum · Spreadsheet · Data*

**1. What is the name given to the small rectangular box where a row and a column meet in a spreadsheet? (1 mark)**

**2. Explain the difference between a row and a column in a spreadsheet. (2 marks)**

**3. Kit wants to add up the values in cells B2, B3, and B4. Write the formula Kit should type into the cell to find the total. (2 marks)**

**4. If Kit changes the price of flour in cell B2 from £1.20 to £1.50, what happens to the total calculation? Explain why this is a useful feature of spreadsheets. (4 marks)**

**5. Max the monkey wants to create a spreadsheet to track how many bananas he eats each week. Describe the steps Max should take to set up this spreadsheet, including how he should label his data. (4 marks)**

**6. Why is it important to use a spreadsheet for calculations rather than calculating the totals manually with a calculator? Think about accuracy and time. (3 marks)**

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**7. Imagine you are designing a spreadsheet to manage a school tuck store. You have items like 'Apple (£0.30)' and 'Breadstick (£0.20)'. Write a 5-mark extended response explaining how you would structure your spreadsheet, which mathematical functions you might use, and how you would ensure the data is easy for others to read. (9 marks)**

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**Draw: Draw a diagram of a simple spreadsheet grid. Label one row, one column, and one cell. Show an example of a price in a cell.**



*Extension challenge: Total: /25. Extension: If you were to add a column for 'VAT' at 20%, what formula would you use to calculate the tax for a single item costing £1.00? Show your working.*