Kit’s Computing Masterclass: Spreadsheet Secrets

Learning objective: To understand the fundamental components and functions of spreadsheet software, including cells, formulas, and data organisation.

Study these flashcards to master the language of spreadsheets. Use them to quiz a partner or test your own knowledge of how Kit the Fox organises his clever digital puzzles.

What is a 'Cell' in a spreadsheet?

A single rectangular box where a piece of data, text, or a number can be entered.

How are columns identified in a spreadsheet?

Columns are identified by letters (e.g., A, B, C) running vertically down the page.

What is a 'Cell Reference'?

A unique identifier for a cell, formed by combining its column letter and row number (e.g., B4).

What is the primary purpose of a 'Formula'?

A mathematical instruction that calculates the value of a cell based on data held in other cells.

What does the symbol '=' (equals sign) signify at the start of a cell entry?

It tells the software that the content is a formula to be calculated rather than plain text.

What does the function '=SUM(A1:A5)' calculate?

It calculates the total addition of all the numbers stored in cells A1 through to A5.

How are rows identified in a spreadsheet?

Rows are identified by numbers (e.g., 1, 2, 3) running horizontally across the page.

What is an 'Active Cell'?

The currently selected cell, usually highlighted with a thicker border, where you can type your data.

Why might you use a spreadsheet instead of a handwritten list?

Spreadsheets can perform automatic calculations, sort data instantly, and update results if the input numbers change.

What is 'Data' in the context of computing?

Any information, such as numbers, names, or values, that is input into a computer for processing.

Explain why it is important to label your columns and rows clearly.

Clear labels allow the user to interpret the data accurately and ensure that formulas refer to the correct information.

Compare and contrast a spreadsheet with a word processor.

Word processors are designed for writing text and documents, whereas spreadsheets are designed for organising, analysing, and calculating numerical data.