

Mastering the Spreadsheet with Kit the Fox

Crunch the Numbers, Solve the Puzzle: Become a Spreadsheet Whiz!

- A spreadsheet is a digital grid made up of columns (labelled with letters) and rows (labelled with numbers). The intersection of a column and a row is called a 'cell', where you input your information.
- Data in a spreadsheet can be text, numbers, or dates. By using these categories, you can sort and filter your information to find exactly what you need in seconds.
- A formula always begins with an equals sign (=). It tells the computer to perform a calculation, such as adding the values of two different cells together automatically.
- Cell references, like A1 or B5, act as an address for your data. When you use a cell reference in a formula, the spreadsheet updates the answer instantly if you change the number inside that cell.
- Functions are pre-built shortcuts. Instead of adding a long list of numbers manually, you can use the 'SUM' function to total an entire column in one quick step.

Did you know? Did you know? The very first electronic spreadsheet, VisiCalc, was invented in 1979. Before then, accountants spent hours manually writing figures in massive paper ledgers. If they made one mistake with a pen, they had to start the whole page again! Spreadsheets changed the world by letting us fix mistakes with a single click.

Key vocabulary: Cell · Row · Column · Formula · Data · Function · Cell Reference · Auto-sum