Mastering Spreadsheets: Data and Calculations

Learning objective: I can create, format, and use formulas in a spreadsheet to organise and calculate data effectively.

About 45 minutes. Grown-up tip: Ask your child to show you how a spreadsheet automatically updates a total when you change a number.

Read each question carefully. For calculation questions, show your formula clearly. Remember: all formulas in a spreadsheet must start with an equals sign (=). Example: To add cell A1 and A2, write =A1+A2.

Kit the fox is helping the school manage the tuck shop inventory. He has created a spreadsheet to track the sales of fruit and snacks over one week. The columns are labelled: Item (A), Price (B), Quantity Sold (C), and Total (D).

Word bank: Cell · Column · Row · Formula · Function · Sum · Average · Data

1. Identify the cell reference for the item in the third row of the second column. (1 mark)

2. Kit wants to calculate the total cost for 'Apples' in cell D2. The price is in B2 and the quantity is in C2. Write the formula he should type into cell D2. (2 marks)

3. Explain the difference between a 'cell' and a 'range' in a spreadsheet. Use an example to support your answer. (3 marks)

4. Kit needs to find the total number of items sold across the whole week using cells C2 to C10. Write the function he should use to calculate this quickly. (3 marks)

5. Describe two ways you could format a spreadsheet to make it easier for a Year 6 student to read, such as changing colours or alignment. Give a reason why these changes help. (4 marks)

6. If the price of an apple is £0.50 and the quantity sold is 12, explain how the spreadsheet would update the total if you changed the price to £0.60. Why is using a formula better than typing the result manually? (5 marks)

7. Why might a shopkeeper use a spreadsheet instead of a paper notebook to track their daily sales? (4 marks)

8. Total: /25

Draw: A clean, organised digital interface showing a spreadsheet grid with rows numbered 1-5 and columns labelled A-D, with Kit the fox pointing at a cell with his paw.

Extension challenge: Challenge: Research the 'AVERAGE' function. How would you write a formula to find the average price of all items listed in cells B2 to B10?

I did it! Name: _____ Date: _____

Too easy? Try Greater Depth. Too tricky? Try Supported. More at bookflik.com/resources