Mastering Spreadsheets: Organising Data for Kit the Fox

Learning objective: I can explain how to use spreadsheets to organise data and perform calculations.

About 15 minutes. Grown-up tip: Encourage your child to think about how spreadsheets save time by doing the maths for us.

Kit the Fox is planning a fundraiser for the local wildlife centre. You are writing an instructional guide to help the team use a spreadsheet to track donations. Use the planning grid below to organise your instructions into clear steps. Remember to explain how formulas, such as SUM, help automate maths tasks.

To organise our charity fundraiser effectively, we need to create a digital spreadsheet that records every donation accurately.

Word bank: cell · column · row · formula · data · calculate · automatically · spreadsheet · total · input

1. Introduction: What is the main purpose of our spreadsheet, and why is it better than using a paper notebook? Use two reasons. (2 marks)

2. Setting up: Describe the importance of giving your columns clear headings, such as 'Name' and 'Amount (£)'. (2 marks)

3. Formulas: Explain how you would use a SUM formula to calculate the total money raised at the end of the week. (3 marks)

4. Data Entry: Why is it important to ensure the data entered into the 'Amount' column is formatted correctly as currency? (2 marks)

5. Review: Suggest one way Kit could use the 'Sort' or 'Filter' tool to find out who donated the most money. (2 marks)

Extension challenge: Challenge: Imagine a donor gives £50.00. Write the exact formula you would type into a cell to add this to an existing total in cell B10.



I did it! Name: _____ Date: _____

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