

Practising Introduction to Spreadsheets

Chapter 3: Introduction to Spreadsheets · Topic 2

Key Concept

A spreadsheet is made of cells arranged in rows (numbered) and columns (lettered), where each cell can hold text, a number, or a formula.

A formula, like $=A1+A2$, tells the spreadsheet to calculate a value automatically using the data in other cells, which is very useful for things like adding up marks or expenses.

Quick Revision Notes

- A spreadsheet organises data into rows and columns.
- Each box in a spreadsheet is called a cell.
- A cell can hold text, a number, or a formula.
- A formula like $=A1+A2$ calculates values automatically.

Practice Questions

- 1 Create a simple spreadsheet listing your weekly expenses or study hours.
- 2 Try writing a simple formula to add two numbers in a spreadsheet.
- 3 Explain what a 'cell' means in a spreadsheet.
- 4 Discuss one real-life use for spreadsheets.