COMPUTING AND DIGITAL LITERACY

Spreadsheets

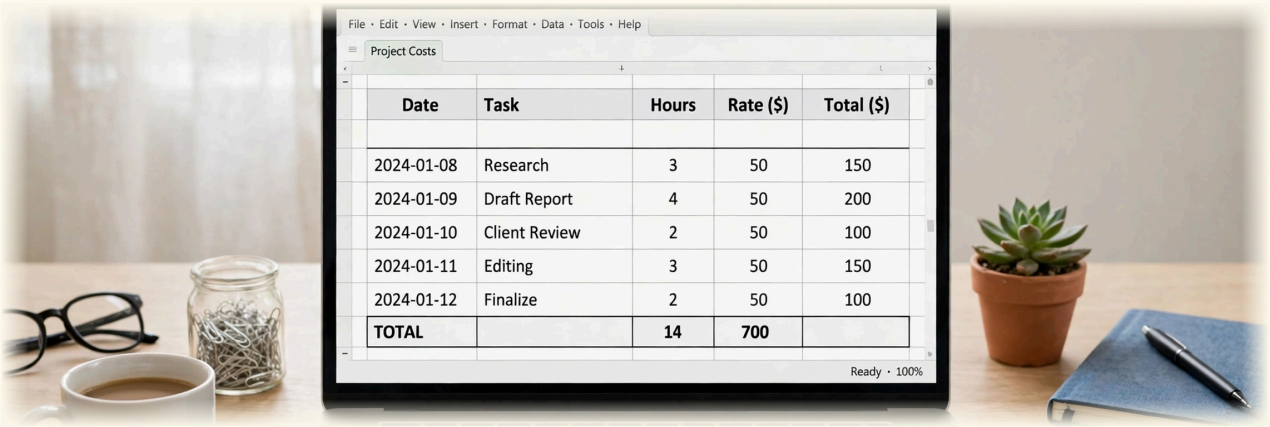
Difficulty level: Easy

Computing and Digital Literacy

This document was made by AI and there may be mistakes. If a question or answer looks wrong, use the Flag a mistake button to let Brett know so he can fix it.

Overview of the concept

This is how you keep track of numbers that change, like a budget, a team score sheet, or a list of marks, in a grid that adds things up and lets you compare at a glance. A spreadsheet holds your numbers in rows and columns, so each entry has a clear place and the totals update when a number changes. That makes it easy to see where money went, who scored what, or how marks are trending, without redoing the adding by hand. It is the tool behind household budgets, sports tables, and class mark books.



Date	Task	Hours	Rate ($)	Total ($)
2024-01-08	Research	3	50	150
2024-01-09	Draft Report	4	50	200
2024-01-10	Client Review	2	50	100
2024-01-11	Editing	3	50	150
2024-01-12	Finalize	2	50	100
TOTAL		**14**	**700**	

© 2026 Brett Robbins. All Rights Reserved.

Worked examples

EXAMPLE 1

Q What value is in cell B2, and how is the address B2 read?

	A	B
1	Name	Mark
2	Sam	?

SOLUTION

A B

1 Name Mark

2 Sam 85

Cell B2 holds 85.

Columns run down and are labelled with letters; rows run across and are numbered.

A cell address joins its column letter and row number, so B2 is column B, row 2.

Read across row 2 to find that Sam's mark, in B2, is 85.

© 2026 Brett Robbins. All Rights Reserved.

EXAMPLE 2

Q How do you lay out a table for a pencil costing 2 and a book costing 5, and work out the total?

	A	B
1	Item	Cost
2	Pencil	2
3	Book	5
4	Total	?

SOLUTION

A B

1 Item Cost

2 Pencil 2

3 Book 5

Total in B4: 7

Put headings in row 1: Item in A1 and Cost in B1.

List each item in its own row below, with its cost beside it.

Add the costs in B4:
2 + 5 = 7

© 2026 Brett Robbins. All Rights Reserved.

Practice questions

1 **In this spreadsheet, A1 Name, B1 Mark, A2 Mia, B2 76. What does cell B2 hold?**

Understand It with Pulse | Flag a mistake

2 **What is the address of the cell in column C, row 4?**

A C4

B 4C

C C3

D D4

Understand It with Pulse | Flag a mistake

© 2026 Brett Robbins. All Rights Reserved.

3

In a table, A1 Name, B1 Mark, A2 Ana, B2 92, A3 Ben, B3 78. Which cell holds 78?

- A A3
- B B3
- C B2
- D A2

Understand It with Pulse | Flag a mistake

4

In a table, A1 Name, B1 Mark, A2 Ana, B2 92. What does cell A2 hold?

- A Ana
- B 92
- C Mark
- D Name

Understand It with Pulse | Flag a mistake

© 2026 Brett Robbins. All Rights Reserved.

5 Lay out this spreadsheet: items Ruler 3 and Eraser 6, with a total in B4. What is the total?

Understand It with Pulse | Flag a mistake

6 Lay out this spreadsheet: items Pen 2 and Notebook 6, with a total in B4. What formula goes in B4?

- **A** =B2+B3
- **B** =A2+A3
- **C** =B2*B3
- **D** =SUM(A2:A3)

Understand It with Pulse | Flag a mistake

© 2026 Brett Robbins. All Rights Reserved.

7

Lay out this spreadsheet: items Milk 4, Bread 3, Eggs 5, with a total in B5. What is the total?

Understand It with Pulse

Flag a mistake

8

In a marks table, where do headings usually go?

A Row 1, at the top

B The last row, at the bottom

C Column A, on the left

D Any row, it does not matter

Understand It with Pulse

Flag a mistake

© 2026 Brett Robbins. All Rights Reserved.

9 What is a cell?

- A. A whole row of numbers
- B. One box in the grid where a row and a column meet
- C. A whole column of letters
- D. The name at the top of a column

Understand It with Pulse | Flag a mistake

10 What is a range such as B2:B5?

- A. The single cell B2
- B. The whole of column B
- C. The group of cells from B2 to B5
- D. The group of cells from A1 to A5

Understand It with Pulse | Flag a mistake

© 2026 Brett Robbins. All Rights Reserved.

ANSWER KEY

1. 76

2. C4

3. B3

4. Ana

5. 9

6. =B2+B3

7. 12

8. Row 1, at the top

9. One box in the grid where a row and a column meet

10. The group of cells from B2 to B5

© 2026 Brett Robbins. All Rights Reserved.