

WORKSHEET 1: What Is a Spreadsheet?

**Name: _____ Date: _____ **

1. Circle the best meaning of a spreadsheet.
 - a) A digital table
 - b) A kind of sandwich
 - c) A toy car
2. True or False: A spreadsheet can help organise data. _____
3. True or False: A spreadsheet is only for adults. _____
4. Fill in the blank: A spreadsheet has rows and _____.
5. Circle the part of a spreadsheet that goes across.
 - a) row
 - b) column
 - c) corner
6. Circle the part of a spreadsheet that goes up and down.
 - a) row
 - b) column
 - c) title
7. Fill in the blank: We can type data into small boxes called _____.
8. Match the word to the meaning. Write the letter.
 - a) row
 - b) column
 - c) cell

_____ a box where data is typed

_____ goes across the page

_____ goes down the page
9. Circle the best reason to use a spreadsheet.
 - a) To keep data neat
 - b) To make data disappear
 - c) To draw a huge picture
10. Fill in the blank: A spreadsheet helps us read data more _____.
11. True or False: Headings help us know what the data means. _____
12. Circle the best heading pair.
 - a) Day / Temperature
 - b) Stuff / Things
 - c) This / That
13. Draw and label a simple spreadsheet with 2 columns and 3 rows.
14. Fill in the blank: A spreadsheet is a good way to record _____.

WORKSHEET 2: Online Data Around Us

Name: _____ Date: _____

1. Circle the best example of online data.
 - a) weather information
 - b) a rock
 - c) a pencil case
2. True or False: Online data is information we can find on safe websites. _____
3. True or False: Online data can never be used in maths. _____
4. Fill in the blank: Weather records are one kind of _____ data.
5. Circle another example of online data.
 - a) search trends
 - b) a lunchbox
 - c) a shoe
6. Fill in the blank: We can use online data to answer _____.
7. Match the source to the type of data. Write the letter.
 - a) weather website
 - b) search tool
 - c) class survey

_____ rainfall and temperature

_____ popular search words

_____ answers from students
8. Circle the safest choice for Year 3 students.
 - a) use online data with a teacher or adult
 - b) click every link you see
 - c) guess without looking
9. True or False: Online data can help us learn about the real world. _____
10. Fill in the blank: Online data should come from a safe and _____ place.
11. Circle the question that could be answered using weather data.
 - a) Which day was hottest?
 - b) Can fish ride bikes?
 - c) Is blue louder than green?
12. Circle the question that could be answered using search trend data.
 - a) What word was searched more?
 - b) Can clouds read?
 - c) Is a desk alive?
13. Draw and label one kind of online data you could use in maths.

Worksheet 3: Entering Data into a Spreadsheet

Use this information for Questions 1–6.

Monday 20, Tuesday 22, Wednesday 19

1. Write the heading for the first column. _____
2. Write the heading for the second column. _____
3. What number goes next to Monday? _____
4. What number goes next to Tuesday? _____
5. What number goes next to Wednesday? _____
6. How many rows of data are there? _____
7. True or False: Headings should go at the top. _____
8. Fill in the blank: We type one piece of data in each _____.
9. Circle the best heading pair for the data above.
 - a) Day / Temperature
 - b) Cat / Dog
 - c) Red / Blue
10. Match the item to where it belongs.
 - a) day heading
 - b) number heading

_____ Temperature

_____ Day

11. Draw and label a simple spreadsheet for the data above.
 12. Circle the best order for entering data.
 - a) headings first, then data
 - b) data first, no headings
 - c) start in the middle
 13. Fill in the blank: A spreadsheet is easier to read when it is _____.
 14. True or False: We should mix headings and numbers in random places. _____
 15. Write these values into a mini table: Thursday 24, Friday 21.
 16. Real-life question: Ava is typing class data into a spreadsheet. Why should she use headings?
 17. Circle Yes or No: Can words and numbers both go in a spreadsheet? Yes / No
- Fill in the blank: When data is typed neatly, it is easier to _____.