

Spreadsheet in Excel

- .To use a spreadsheet to produce a table of data.**
- .To use a spreadsheet to carry out calculations**
- .To use a spreadsheet to carry out calculations, explore the effects of changing the data in a spreadsheet.**

Recap

Using arrows match the keywords to the definition.

Keywords		Description
Active cell		Refer to text, dates, numbers, or data
Label		Calculations that update automatically if referenced data changes.
Formula		The current cell that you are working in.
Value		Headings and descriptions to make the spreadsheet easier to understand

EXCEL AS A CALCULATOR!

WK 4

Task 1

You will need to Copy this table starting at Cell C4

The table shows how much fruit Mr Jones sold at his Greengrocers in one week.

	Monday	Tuesday	Wednesday	Thursday	Friday	Total
Apples	23	12	6	32	18	
Oranges	14	12	15	45	13	
Pears	12	17	3	21	8	

Using the Cell references we can create a formula to find the total number of apples sold in the week.

Click on Cell I5

In the Formula Bar type =D5+E5+F5+G5+H5

Press ENTER

Cell I5 now shows the total amount of apples sold in the week. Excel has added the values of each cell for us.

Task 2

- Using this method see if you can find the total number of oranges sold in the week

Task 3

Use the shortcut method using



to find the total number of pears sold in the week.

Extension

Mr Jones realised he had made a mistake, on Monday he had actually sold 22 pears. Change the information in the table and see what happens to the total figure.....it's a bit like magic!

You receive a letter from Mr Stewart. It tells you what PE Kit you need for the new term.

You need:

2 T-Shirts, 2 Pairs of shorts, 2 pairs of socks, a pair of trainers for outdoors and a pair of plimsolls for indoors.

Task 1

Create a table to show the following:

	A	B	C	D	E	F	G	H
1	Kit	Quantity	Cost	Total for 1	Total for 10	Total for Y6		
2	T-Shirt	2	£ 4.25					
3	Shorts	2	£ 5.50					
4	Trainers	1	£ 22.00					
5	Socks	2	£ 1.50					
6	Plimsolls	1	£ 9.00					
7			Grand Total					
8								
9								
10								
11								
12								

Task 2

With the information shown above you can calculate the cost of you new PE Kit for yourself.

Fill in cells D2, D3, D4, D5 and D6.

Now select cell D7 and click on this symbol on the toolbar.

Press RETURN and the column total appears.

Task 3

Use multiplication to fill column E and F ,and use  to total up the columns.

Extension

Mr Stweart decides you only need 1 pair of socks and the price of the trainers increases to £ 25.25. What happens when you change

Budget for a Class Party

WK 6

Imagine we are going to have a class party. For that party we will need food and drink.

FOOD

- ? 4 loaves of bread @ 77p each
- ? 2 packets of butter @ 72p each
- ? 2 tins of tuna @ 65p each
- ? 2 packets of ham @ 1.28 each
- ? 3 packs of sausages @ 99p each
- ? 2 packs of 10 crisps @ 85p each
- ? 4 packs of Pringles @ 1.05 each

DRINK

- ? 2 bottles of coke @ 1.36 each
- ? 1 bottle of lemonade @ 1.20
- ? 3 cartons of orange juice @ 1.30 each
- ? 2 bottles of orange squash @ 89p each.

Task 1 Set this up as a spread sheet in Excel.

Food	Packs/Bottles needed	Price for 1 pack/bottle	Total cost
bread	4	0.77	
butter	2	0.72	

Task 2

Find the total cost for each item (Remember the formula =b3*2)

At the end find the total cost of the party.

Task 3

Can you also find out how much each person would have to pay if we had the party? Our class has 25 children.

Extension

Make your spreadsheet look good

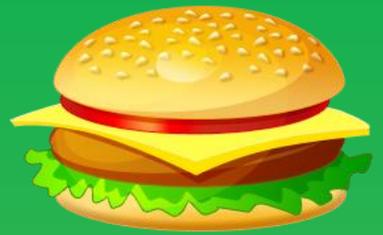
1. use bold, italic or underline
2. Put text where you wish in the cells.
3. Change the colour of cells and text within them.

Mr T Burger Bar

WK 7

Burgers

- Burger 90p
- Cheese Burger £1.10
- Double Deluxe £1.60
- Veggie Burger £1.00



Chips

- Regular 70p
- Large 90p

Drinks

- Cola 60p
- Orange 50p
- Water 45p

Ice Creams

- Vanilla 75p
- Strawberry 80p
- Double Chocolate 85p



Task 1

Using the Burger Bar menu above, decide on meal choices for you and some of your friends. Write them out in Excel as a table like the one below

Name	Meal Choice	Cost	Drink Choice	Cost	Ice Cream choice	Cost
Charlie	Cheeseburger	1.10	Orange	0.50	Vanilla	0.75
Jane						
Sue						

Task 2

Add an extra column to the table and calculate the cost of each person's meal.

Now calculate the total cost for the meal.

Extension: What happens if you change someone's choices? Have you entered the formulae correctly so that all the totals needed change?

Plenary

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- To use a spreadsheet to carry out calculations
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Looking at the learning objective above , do you think you have achieved any ? If have , explain what you did to gain it.