

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

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

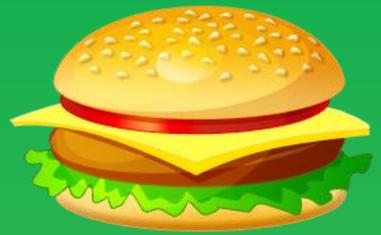
1. use bold, italic or underline
2. Put text where you wish in the cells.
3. Change the colour of cells and text within them.

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

- 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.

Looking at the learning objective above , do you think you have achieved any ? If have , explain what you did to gain it.