

# Spreadsheets

## Lesson 1 & 2

<http://www.yahmad.co.uk/>



# Starter

- Using the blank table work out what you would buy for a party at school.
- For the total you need to multiply the “Amount and the Cost”

Example

Items	Amount	Cost	Total
Crisps	35	£1.00	£35.00

Example items:

Drinks, Fruit, Chocolate, Hot Dogs, Pizza slice etc

# Cell References

**Columns**

**Yellow Cell Reference – B2**

**Green Cell Reference – D3**

**Rows**

**Column Reference G**

**From Row 6 To 11**

This is a **range** of cells. More than one cell has been selected. **G6:G11**

A range will be typically used when you are calculating values from a number of cells.

1				
2				
3				

1				
2				
3				
4				
5				
6				35
7				53
8				3
9				52
10				35
11				31
12	Total			209

# Formatting

Adjusting Column and Rows

5	Height: 15.00 (20 pixels)
6	40098 13 Hours In A Warehouse
7	39475 3.10 To Yuma
8	39475 3.10 To Yuma
9	40714 Alice In Murderland
10	40686 Alice In Murderland

A3	Task 1: Formatting	Width: 42.71 (30)
A	B	C
1		

Text formatting including alignment and wrapping.

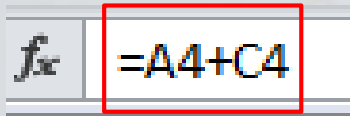
Merging Cells

Borders and Shading

Currency

Release Date	Title	No of Disc's	Format	Cat No.	RRP	UK Cert	Irish Cert	Region Code	Genre
40098	13 Hours In A Warehouse	1	DVD	LGD94135	£ 9.99	18	tbc	2	Horror
39475	3.10 To Yuma	1	DVD	LGD93952	£ 19.99	15	tbc	2	Western
39475	3.10 To Yuma (BLU RAY)	1	Blu Ray	LGB93952	£ 24.99	15	tbc	2	Western
40714	Alice In Murderland	2	DVD	LGD94409	£ 9.99	tbc	tbc	2	Film
40686	Alice In Murderland (RENTAL)	2	RENTAL	LGDR94409	n/a	tbc	tbc	2	Film
40651	Boy In The Striped Pyjamas	2	DVD	MIRLGD94437	£ 19.99	12	12	2	Drama
40658	Boys & Girls	2	DVD	MIRLGD94438	£ 19.99	12	tbc	2	Drama
40651	Boys Are Back, The	2	DVD	MIRLGD94439	£ 19.99	12	12	2	Drama
40112	Happily N'Ever After 2	1	DVD	LGD94189	£ 7.99	U	12	2	Drama
40112	Happily N'Ever After Double Pack	2	DVD	LGD94212	£ 9.99	U	tbc	2	Drama
40651	Hard Days Night	1	DVD	MIRLGD94491	£ 19.99	12	tbc	2	Music
40259	Harry Brown	1	DVD	LGD94206	£ 19.99	18	12	2	Drama
40679	Heartlands	1	DVD	MIRLGD94493	£ 19.99	12	tbc	2	Drama
40266	Imaginarium of Doctor Parnassus, The (BLU RAY)	1	BLU RAY	LGB94208	£ 24.99	12	PG	2	Adventure
40266	Imaginarium of Doctor Parnassus, The (RENTAL)	1	RENTAL	LGDR94208	n/a	12	PG	2	Adventure
40658	In the Bedroom	1	DVD	MIRLGD94501	£ 19.99	15	tbc	2	Drama
40252	Ninja (RENTAL)	1	RENTAL	LGDR94196	n/a	18	tbc	2	Action

# Using Formulas

The formula bar shows the text "=A4+C4" with a red rectangular box around it.

	A	B	C	D	E
1					
2					
3					
4	6	+	54	60	
5					
6	4	-	65	-61	
7					
8	3	x	45	135	
9					
10	29	-	23	6	

=D3\*E3

=D3-J10

=D3/J10

- **Formulas** can be typed into the formula to bar to work out simple calculations.
- A formula will begin with a **= (equal sign)**.
- Refer to the **cell reference (A4)** before you write your formula .
- You can either **type the cell reference** or **click on the cell**.
- You can create simple formulas to:
  - **ADD (+)**
  - **Multiply (\*)**
  - **Subtract (-)**
  - **Divide (/)**
- Even if you **update the numbers** in the cell the formula will **automatically** work out the **new value**.

# It would have been easier if we did the same task using a spreadsheet...

The screenshot shows the Microsoft Excel interface. The formula bar for cell D2 contains the formula `=B2*C2`. A red arrow points from the formula bar to a callout box on the right. The spreadsheet data is as follows:

	A	B	C	D	E
1	Items	Amount	Cost	Total	
2	Crisps	35	£1.00	£35.00	
3					
4					
5					
6					
7					
8					

`=B2*C2`



If I change the value in B2 from 35 to 40, will the formula in D2 calculate the new total automatically.

What are the **advantages** of using a spreadsheet than a piece of paper to complete this task?

# Lesson Overview

## Objectives

Understand what a spreadsheet is and how it may be used in a practical context.

Understanding the importance of formatting your spreadsheet (e.g. colours, tables, data types).

Understanding cell referencing and the use of simple formulas .

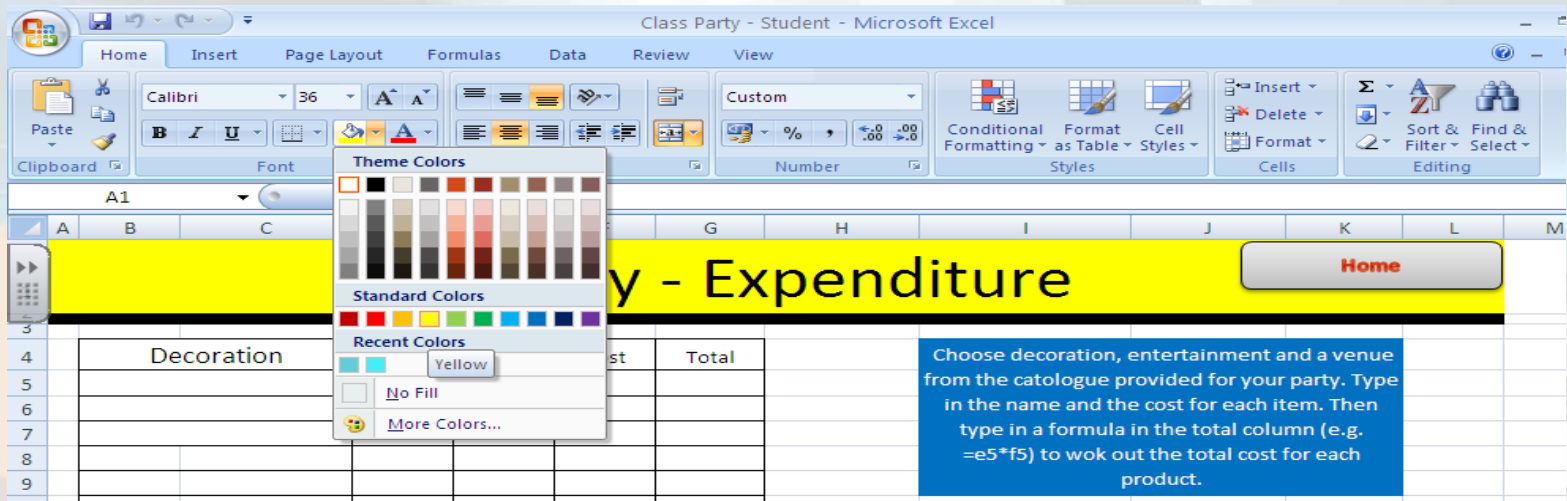
## Outcomes

## Time

<b>Task 1</b>	You will format your spreadsheet using appropriate colours and data types.	
<b>Task 2</b>	You will complete the Food and drink Expenditure sheet using simple formulas and items from the catalogue provided.	

# Task 1 - Formatting

- Format your spreadsheet – add colours, format data, edit border colours.





# Task 2 – Simple Formulas

- Complete the Food and drink Expenditure sheet using simple formulas and the catalogue provided

Drinks (name)	Shop	Amount	Cost	Total
Pepsi	Asda	10	£ 0.65	=E5*F5

Class Party - Student - Microsoft Excel

Party - Expenditure

Drinks (name)	Shops	Amount	Cost	Total	Food (name)	Shops	Amount	Cost	Total
Pepsi	Asda	10	£0.65		Prawns	Tesco	10	£ 1.00	
Fanta	Asda	15	£1.00		Pasta	Tesco	10	£ 2.00	
Lilt	Morrisons	12	£1.00		Rice	Asda	10	£ 2.00	
Topicana	Asda	10	£0.90		Lamb Chops	Tesco	10	£ 3.00	
Asda Lemonade	Asda	12	£0.45		Hot Dogs	Tesco	10	£ 2.00	
					Donuts	Krispy Kremes	10	£ 1.00	
					Cake	Asda	10	£ 1.00	
				Total					Total

- Enter **Item** and **shop name**.
- Enter the **amount** you want for each item.
- Enter the **cost for each item**
- Use a **formula** to work out the **total cost for each item**.

## Extension:

Use the sum function to add up the drinks and food totals.

# Plenary – Refer to the Lesson Objectives

## Objectives

Understand what a spreadsheet is and how it may be used in a practical context.

Understanding the importance of formatting your spreadsheet (e.g. colours, tables, data types)

Understanding cell referencing and the use of simple formulas.

## Plenary Task (Q&A)

1. What is the main advantage of using formulas in completing this task on a spreadsheet.