

Using a spreadsheet to plan a party - Excel



1. Set up your spreadsheet so it looks like this:

	A	B	C	D
1	Food	Cost	Quantity	Total Cost
2				
3				
4				
5				

2. Insert some food items, costs and quantities. Leave the total cost column blank.
3. To get column D to calculate the cost of Total Cost of each item you need to enter a formula (a sum):
 - i) In cell D2 type $=b2*c2$
 - ii) Press Enter and the program will multiply the numbers in cells B2 and C2.
 - iii) Click on D2 to highlight it. Use the mouse to hover over the bottom right corner of the cell, a plus sign should appear.
 - iv) Drag down to highlight all the rows in which you have entered data.
 - v) The program should have multiplied the numbers in columns B and C to give you the Total Cost for each item in column D.
4. What happens if you change the data in the cells in columns B and C?
5. To find the total cost of all the items:
 - i) Click on a cell lower down column D
 - ii) Click on the auto sum button (Σ) and press enter
 - iii) The program should add up all of the numbers in column D.

You should be able to add and delete items if necessary and the spreadsheet will change the totals.

6. Format the cells so that they show two decimal places. This will make the money amount easier to read:
 - i) Highlight the numbers in column B.
 - ii) Right click and choose Format Cells from the menu.
 - iii) Select Number from the Category menu.
 - iv) Click OK.
 - v) Repeat for column D.

Using Excel (2)

Calculations

Enter these numbers into the first two columns in the spreadsheet. Enter the formulae described below, predicting the results each time. Remember to use * to multiply and / to divide.

	A	B
1	1	10
2	2	20
3	3	30
4	4	40
5	5	50
6	6	60
7	7	70
8	8	80
9	9	90
10	10	100
11	100	1000

In Column C enter a formula that will add the number in column A to the number in column B.

In Column D enter a formula that will subtract the number in column B from the number in column A.

In Column E enter a formula that will subtract the number in column A from the number in column B.

In Column F enter a formula that will multiply the number in column A by the number in column B.

In Column G enter a formula that will divide the number in column A by the number in column B.

In Column H enter a formula that will divide the number in column B by the number in column A.

What do you notice about your answers? Can you explain the patterns?

Multiplication Table

Set up a multiplication table like this:

Enter the formulae to complete the table, eg =a2*2 and drag down to fill in each column.

Try adding other numbers to the bottom of the columns. Predict the answer that will appear in each cell.

	A	B	C	D	~~	L
1		X2	X3	X4	~~	X12
2	1					
3	2					
4	3					
~						
13	12					