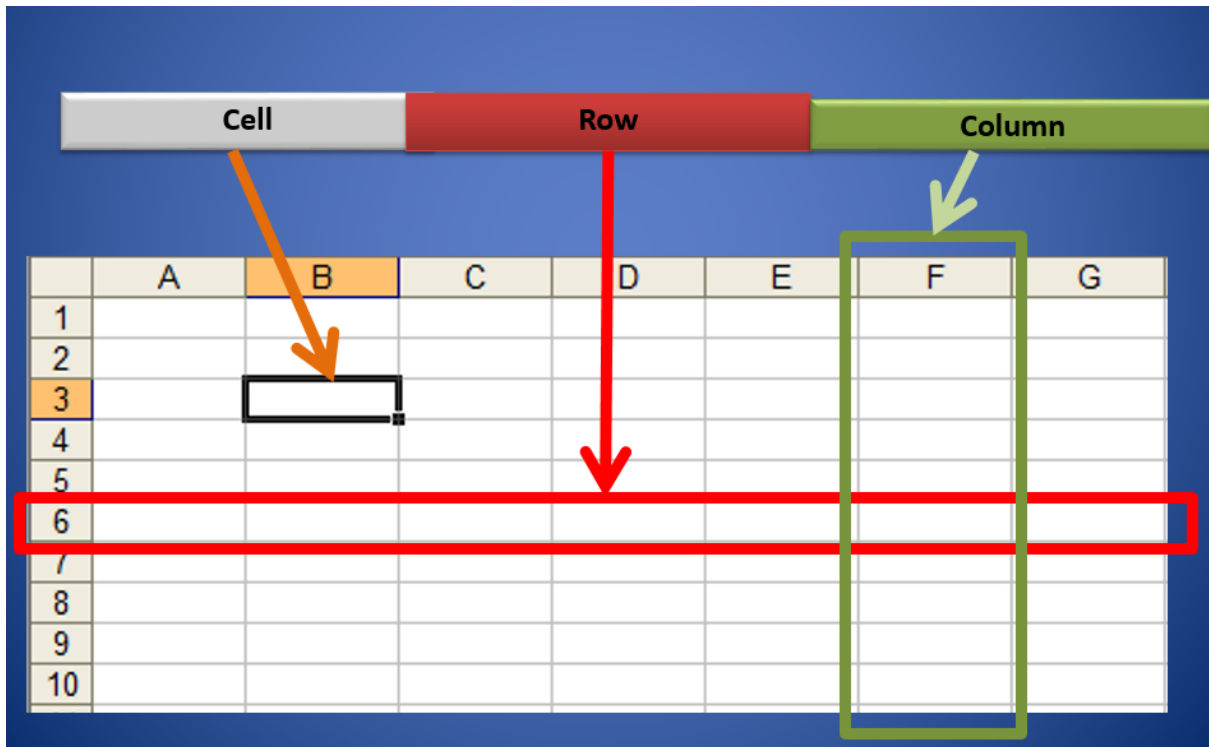


Excel as a Spreadsheet

Only if you have Microsoft Excel Software



Cell references are the **LOCATION** of a Cell

It is made up of 2 parts. A letter and a number

The **LETTER** comes first followed by the **NUMBER**

The diagram shows the same Excel spreadsheet grid. A red box with the text 'This Cell Reference B3' has a red arrow pointing to cell B3. A blue arrow points to the column header 'B', and a red arrow points to the row number '3'. The text 'B3' is displayed in large, bold letters, with 'B' in red and '3' in blue.

Excel as a Spreadsheet

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You will be able to read and complete pages 1 to 4 without the software.

Terminology

A row goes

A column goes

A cell reference is made up of

A worksheet is

A cell is

Data is

Excel as a Spreadsheet

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Code Breaker – Getting to know Cell References

Eg U is in cell reference **A4**

	Column A	Column B	Column C	Column D	Column E	Column F
1					J	
2		N		C		Y
3		S	L	V		
4	U				H	M
5			A			
6		L			X	
7	L		P	U		
8		E		Q		E
9						
10	D		E		E	
11		S				
12		R		E	L	
13						
14	S	E		D	O	T
15		R				
16			C			K
17			A		E	
18		Z	W			
19				M		L
20	C		F			
21			I			
22					A	
23		U		I		G
24				L		
25	T		C		T	
26	A		B			F

See the next page to break the codes.

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Using your code cracking skills can you solve these codes?



B11 C7 B15 E10 C17 A10 B3 E4 E17 F8 F14

S

C10 E6 C16 D12 C3

A20 B8 E12 B6

C20 E14 B12 F4 D7 F19 C5

A14 A4 D19

D2 E22 A7 C25 B23 D24 A26 E25 B14

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INPUTTING AND PRESENTING DATA

Three class mates have been undertaking some research for their Science homework. Anna, Beth and Simon have been looking at the differences between their height, weight and shoe size. Below are the results;

Name	Height cm	Weight kg	Shoe Size
Anna	120	35	3
Beth	127	37	2
Simon	140	40	4

Task 1

Type the above data to the Spreadsheet, starting in Cell B2.

Task 2

Make all the **column headings** and **names bold**

Give the Column titles a shading fill colour of pale green.

Give the names a shading fill colour of pale blue.

Task 3

Select all the cells with data in and add a border.

Excel as a Spreadsheet

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Formula Signs

How we write calculations in our maths books:

$$7+7=$$

$$5 \times 3=$$

$$10 - 3=$$

$$12 \div 6=$$

How we type calculations (formulae) in a spreadsheet:

+	is addition	+
-	is subtraction	-
*	multiply	x
/	divide	÷

1. In formula you type the cell reference into the calculation, not the number. The first calculation has been done for you.

2. Type in the data below and create a formula to calculate the answers.

⇒ Always type the = equals sign first

	A	B		
1	7	7	+	=A1+B1
2	5	3	x	
3	10	3	-	
4	12	6	÷	

Excel as a Spreadsheet

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EXCEL AS A CALCULATOR!

Task 1 **Fruit Sales**

In Cell A1 type this formula **=2+2** then press enter.

Do the same in next rows for the following and see if you can work out the answer before excel!

$$=5+3$$

$$=7+7$$

$$=5 \times 3$$

$$=10 - 3$$

$$=12 \div 6$$

$$=20 \div 5$$

$$=15 \div 3$$

+ is addition - is subtraction— What are the signs for multiply and divide?

(_____ is the symbol used to multiply) (_____ is the symbol used to divide)

Task 2

You will need to type this data—make yours look like this

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

Excel as a Spreadsheet

Only if you have Microsoft Excel Software



Spreadsheets



a n i d n e c s e d s r l f g d
s t c r y o t a k p j y s v n e
c u i o s j u a r f l x v y i s
e n r w n t s e l p e j p a d c
n i p r o m a o i u m m r u n e
d x p s e d u t r m c k i l e n
i m u b s n l l p t f l n o c d
n m m h p u c k o j o d a z s i
g r e b m u n y n c r d q c a n
j e d x d a t a r f m f y i h g
t i i d d a l u e u u y w p y z
m o v y a e b s h k l r c u l a
a y i r c s u b t r a c t y q z
e z d x c m e w l j p b p q p a
t l e q h w a s y n o s o r t z

excel
column
row
formula
sum
add
autosum
multiply
subtract
divide
calculate
spreadsheet
number
data



sort
ascending
descending



* - + / * - + / * - + / * - + /