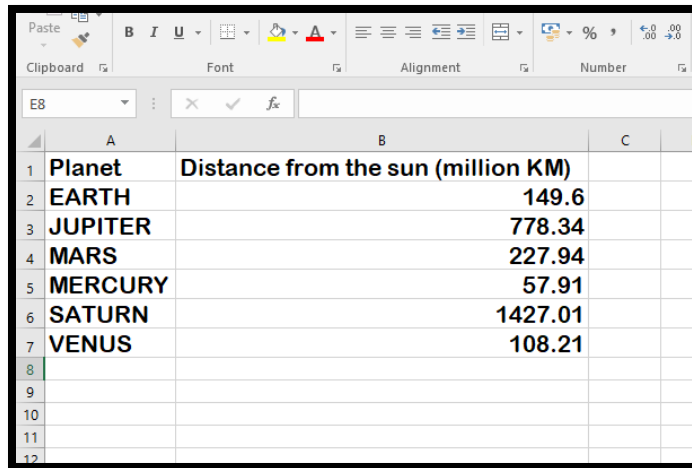


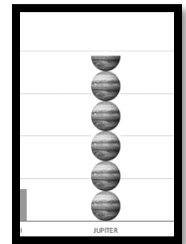
Spreadsheet Basics: A

1. Create the following spreadsheet – make sure your columns widths are correct, and that you have used capitals where indicated



	A	B	C
1	Planet	Distance from the sun (million KM)	
2	EARTH	149.6	
3	JUPITER	778.34	
4	MARS	227.94	
5	MERCURY	57.91	
6	SATURN	1427.01	
7	VENUS	108.21	
8			
9			
10			
11			
12			

2. Find and save 1 image for each of the planets in your spreadsheet; Earth, Jupiter etc. The best ones have a white background and show the whole planet.
3. Insert> 2D column chart
4. Click on chart then click on design tab> move chart> new sheet
5. Change the chart title to say “A: Chart to show distance from the sun of the planets and your name” font 20 and bold
6. Add chart element from the menu bar>axis title> primary vertical axis to say “distance from sun in km”
7. Add chart element from the menu bar>axis title> primary horizontal axis to say “planet”
8. Click on the Earth data point (that’s the blue bar above Earth) click again to just select earth. Now right click and use the right hand pane to change how the data point looks. Use fill> picture or texture fill and choose stack and the EARTH image file you saved earlier to make your data point look like a series of small planets.
9. Change all the other planets to have the right stacked image.

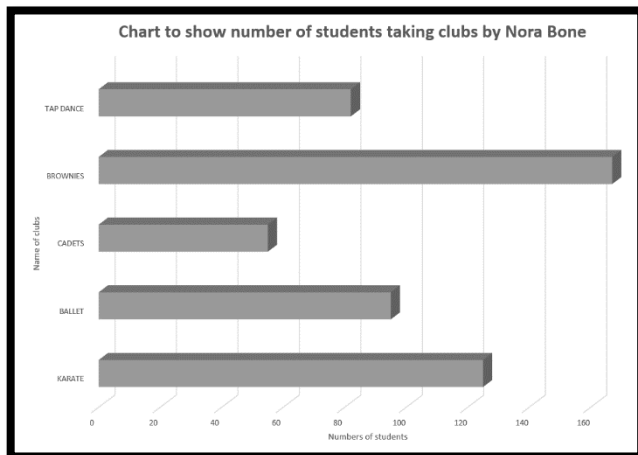


Spreadsheet Basics: B

- **Create the following spreadsheet:**

	A	B	C
1	NAME OF CLUB	NUMBER OF STUDENTS	
2	KARATE	125	
3	BALLET	95	
4	SCOUTS	145	
5	CADETS	55	
6	BROWNIES	167	
7	TAP DANCE	82	
8			
9			

- **Highlight the data and create a 3D bar chart**
- **Change the title to say “B: Chart to show number of students taking clubs” and add your name at the end of the title, font 20 and bold**
- **Add in appropriate axis labels for primary horizontal and primary vertical**
- **Scouts is no longer running, so change the chart data to reflect this, if you remove the scouts data from the spreadsheet the chart will automatically update!**



1. **Have you checked: title, axes, correct data, and your name?**
2. **Change your chart so each data bar is a different colour**

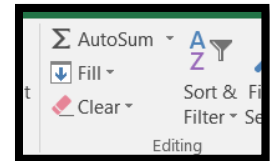
Spreadsheet Basics C

1. Create the following spreadsheet taking care to add the gridlines

	A	B	C	D	E
1		yr 2016	yr 2017	yr 2018	yr 2019
2	North Office	207	330	295	310
3	South Office	410	487	489	506
4	East Office	330	328	299	345
5	West Office	211	267	244	236
6					
7					

2. In cell A6 add the word TOTALS

3. In Cell B6 use the **AutoSum button to calculate the total for 2016, then drag the formula along to give each individual total for all 4 years**



4. Create a column chart to show the data from just the North Office and the East Office only (TIP: hold down control key while highlighting to make this work) and DON'T include the totals.

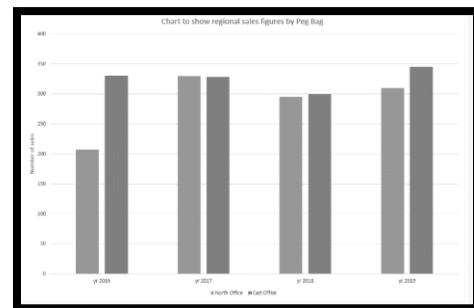
5. Add the title: "Chart to show regional sales figures" and add your name

6. Add appropriate axes – design tab add chart element – axis titles horizontal and vertical

7. Right click on the columns to add data labels (it should show the numerical values)

8. Add a chart legend to show on the right so you can see North is blue and East is orange

9. Check your chart does it look like this>>>>>>



Spreadsheet basics D

1. Create the following spreadsheet

	A	B	C	D
1	Theme park tickets			
2	One day ticket	On the day	5 days in advance	Annual pass 20% off
3	Adults (12+ years)	£58	£34	
4	Children (3-11 years)	£48	£28.50	
5	Groups 7+ (per person)	£56	£32	
6	Children (Under 3 years)	£0	£0	
7	Waterpark tickets			
8	Adults (12+ years)	£18	£16	
9	Children (3-11 years)	£14	£12	
10	Family (min of 3)	£14.50	£12.50	
11	Children (Under 3 years)	£0	£0	
12				

2. Take care to get the gridlines right

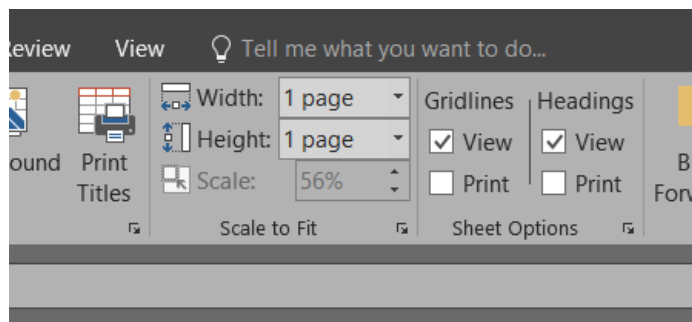
3. To get the titles into the middle use the **MERGE AND CENTRE** tool on the home tab.

4. To calculate 20% off use the formula `=*0.8` (why?)

5. On the formulas tab click the show formulas button and your spreadsheet will suddenly get longer

6. On the page layout tab change the width and height to 1 page

7. Add your name to cell A12



Spreadsheet basics E

1. Create the following spreadsheet

	A	B	C	D	E
1	Intake	Year 2021	Year 2022	Year 2023	Year 2024
2	Abnegation	809	930	960	975
3	Amity	1120	1356	1478	1480
4	Candor	605	675	67	678
5	Dauntless	534	520	498	450
6	Erudite	888	896	910	930

2. Take care to make cell A1 black fill with white writing
3. In cell A7 put the title: Year Totals
4. In cell B7 click your mouse and then select Home> AutoSum, this should give you a total
5. Drag this AutoSum formula across for all 4 years
6. In cell F1 write the title: Total in Faction use Home> Wrap Text to make it fit
7. In cell F2 use AutoSum and copy it down the column but leave cell F7 empty
8. Create a 3D column chart but DO NOT include any totals
9. Change the chart title to: E: Chart to show intake numbers for factions from 2021 - 2024 and add your name
10. Add a suitable axis title for the horizontal and vertical axis
11. Looking at your chart can you see which data value might not be correct?

Spreadsheet basics F

1. You run a hat and sunglasses stall at festivals. Create the following spreadsheet

	A	B	C	D	E	F	G
1		Jan	Feb	Mar	Apr	May	Jun
2		Income					
3	Cash sales	1200	1600	2000	8000	6000	5000
4	Card sales	600	1000	1200	3000	1200	200
5	Total income						
6		Expenditure					
7	Stall costs	500	500	500	500	500	500
8	Stock costs	600	600	600	600	600	600
9	Wages	200	200	200	200	200	200
10	Petrol	100	100	100	100	100	100
11	Total expenditure						
12							

- 2. Use the AutoFill function to put in the months.**
- 3. Change the column widths so that all your data and text fit in the cells**
- 4. For row 2 and row 6 highlight all the cells that you want to squash together and use the Home>merge and center button**
- 5. Cells A5 and A11 are bold**
- 6. In Cell B5 use the Home> AutoSum button to calculate the income for Jan. Drag this formula across to all the months**
- 7. In cell B11 use the Home>AutoSum button and drag this formula across all the months**
- 8. In cell A12 add the title: Balance**
- 9. In cell B12 add in a formula to calculate the balance (income minus expenditure), if you have this right the Jan balance should be £400**
- 10. Add in gridlines to row 12**
- 11. Change the colours of your spreadsheet columns and rows to make the data clearer to understand**
- 12. Add your name in cell A13**

