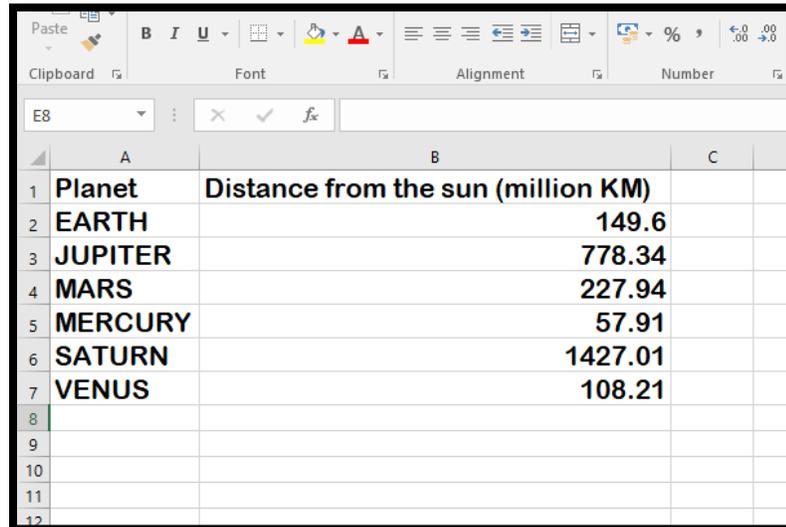


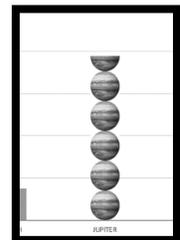
Spreadsheet Basics: A

1. Create the following spreadsheet – make sure your columns are correct



	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 one image for each of the planets in your spreadsheet; Earth, Jupiter etc.
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 “Chart to show distance from the sun of the planets and your name”
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 picture fill and stack to make your data point look like a series of small planets.
9. Change all the other planets to have the right stacked image.

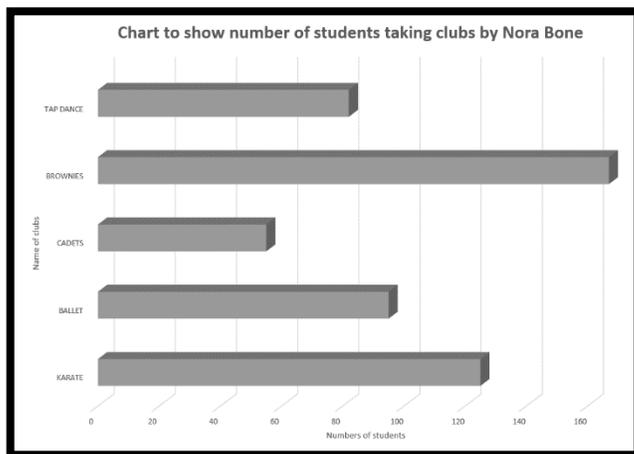


Spreadsheet Basics: B

- **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 “Chart to show number of students taking clubs” and add your name at the end of the title**
- **Add in axis labels for horizontal and 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!**



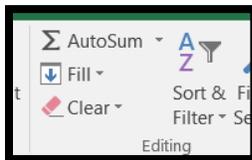
- **Have you checked: title, axes, correct data, and your name?**

Spreadsheet Basics C

- **Create the following spreadsheet taking care to add the gridlines**

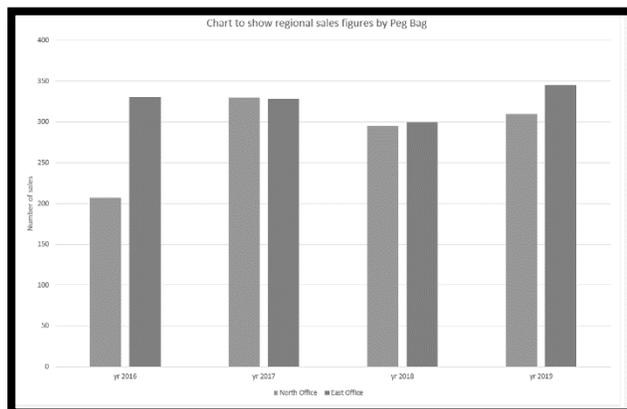
	A	B	C	D	E
1		yr 2016	yr 2017	yr 2018	yr 2019
2	North Office	207	330	295	310
3	South Office	410	487	489	506
4	East Office	330	328	299	345
5	West Office	211	267	244	236
6					
7					

- **In cell A6 add the word TOTALS**



In Cell B6 use the **AutoSum button to calculate the total, then drag the formula along to give a total for all 4 years**

- **Create a column chart to show the data from just the North Office and East Office only (TIP: hold down control key while highlighting to make this work) and DON'T include the totals.**
- **Add the title: “Chart to show regional sales figures” and add your name**
- **Add appropriate axes**
- **Format the data points so that North is blue and East is red**
- **Check your chart**

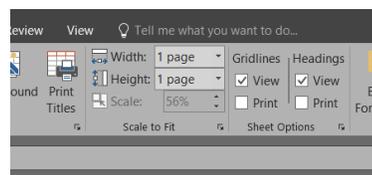


Spreadsheet basics D

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				

- 1. Take care to get the gridlines right**
- 2. To get the titles into the middle use the MERGE AND CENTRE tool on the home tab.**
- 3. To calculate 20% off use a formula in D3 (hint at foot of page)**
- 4. In column E (cell E2) call it Annual pass price, minus the 20% discount from the 5 days in advance price. If you have got this right the adult price should be £27.20 to the theme park. Continue for all prices in your tables**
- 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**



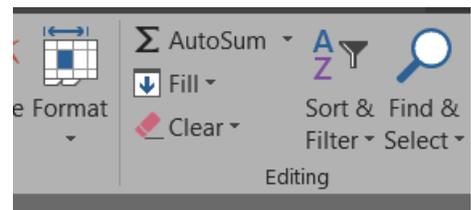
Hint: In D3 type = C3 * 20%

Spreadsheet basics E

Create the following spreadsheet

	A	B	C	D	E
1	Intake	Year 2017	Year 2018	Year 2019	Year 2020
2	Abegnation	809	930	960	975
3	Amity	1120	1356	1478	1480
4	Candor	605	675	67	678
5	Duntless	534	520	498	450
6	Erudite	888	896	910	930
7					

- 1. Take care to make cell A1 black fill with white writing**
- 2. Abnegation is spelt wrong, change the spelling so that it is correct**
- 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. Copy 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: Chart to show intake numbers for factions from 2017-2020 and add your name**
- 10. Add a suitable axis title for the horizontal and vertical axis**



Extension: looking at your chart is there one cell in which the data might not be correct?

Spreadsheet basics F

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							

- 1. Use the AutoFill function to put in the months.**
- 2. Change the column widths so that all your data and text fit in the cells**
- 3. For row 2 and row 6 highlight all the cells that you want to squash together and use the Home>merge and centre button**
- 4. Cells A5 and A11 are bold**
- 5. In Cell B5 use the Home> AutoSum button to calculate the income for Jan. Copy this formula across to all the months**
- 6. In cell B11 use the Home>AutoSum button and copy across all the months**
- 7. In cell A12 add the title: Balance**
- 8. 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**
- 9. Add in gridlines to row 12**
- 10. Change the colours of your spreadsheet columns and rows to make the data clearer to understand**
- 11. Add your name in cell A13**

