

Excel Formulas

Multiply

=SUM(B1 X C1)

Multiply what's in cell B1 with what's in cell C1 and put the answer in this cell.

Add more than one cell

=SUM(B1 : B10)

Add cell B1 to B10 and add anything in between i.e. B1 + B2 + B3 + B4 + B5 + B6 + B7 + B8 + B9 + B10.

Add one cell to another

=SUM(B1 + C1) or =SUM(B1 : C1)

Add what's in cell B1 to what's in cell C1.

Take away one cell from another

=SUM(E2 - E11)

Take away what's in cell E11 from cell E2 and put the answer in this cell.

Formula that works out averages

=SUM(B3 : B5)/3 =AVERAGE(B3 : B5)

This formula works out the average by adding cells B3 to B5 i.e. B3 + B4 + B5 and then divide by the number of cells (3).

Name: _____ Date: __/__/____

Spreadsheets

R	B	A	R	G	R	A	P	H	O	J	P
B	T	S	F	I	W	X	I	D	G	L	M
A	P	B	O	O	R	E	D	Q	P	I	B
C	E	L	R	T	R	F	Z	A	I	N	N
K	L	W	M	F	T	M	L	Q	P	T	M
G	L	G	U	K	C	D	A	R	L	E	U
R	E	A	L	Y	I	S	E	T	S	G	L
O	C	L	A	M	I	C	E	D	P	E	O
U	W	K	Y	X	Z	D	Q	R	H	R	C
N	R	C	A	T	S	U	L	Y	A	U	M
D	K	P	I	E	C	H	A	R	T	F	Y
E	D	I	T	P	A	G	R	A	P	H	S

COLUMN ROW CELL INTEGER

REAL FORMULA GRAPH AXIS

FORMAT BACKGROUND DECIMAL

BAR GRAPH PIE CHART EDIT

Name: _____ Date: __/__/____

Spreadsheets

R	B	A	R	G	R	A	P	H	O	J	P
B	T	S	F	I	W	X	I	D	G	L	M
A	P	B	O	O	R	E	D	Q	P	I	B
C	E	L	R	T	R	F	Z	A	I	N	A
K	W	M	F	T	M	L	Q	P	T	C	
G	U	G	U	K	C	D	A	R	L	E	K
R	E	A	L	Y	I	S	E	T	S	G	O
O	C	L	A	M	I	C	E	D	P	E	S
U	W	K	Y	X	Z	D	Q	R	H	R	N
N	R	C	A	T	S	U	L	Y	A	U	M
D	K	P	I	E	C	H	A	R	T	F	Y
E	D	I	T	P	A	G	R	A	P	H	S

~~COLUMN~~ ROW ~~CELL~~ INTEGER

REAL FORMULA GRAPH AXIS

FORMAT BACKGROUND DECIMAL

BAR GRAPH PIE CHART EDIT

Name: _____ **Date:** ____/____/____

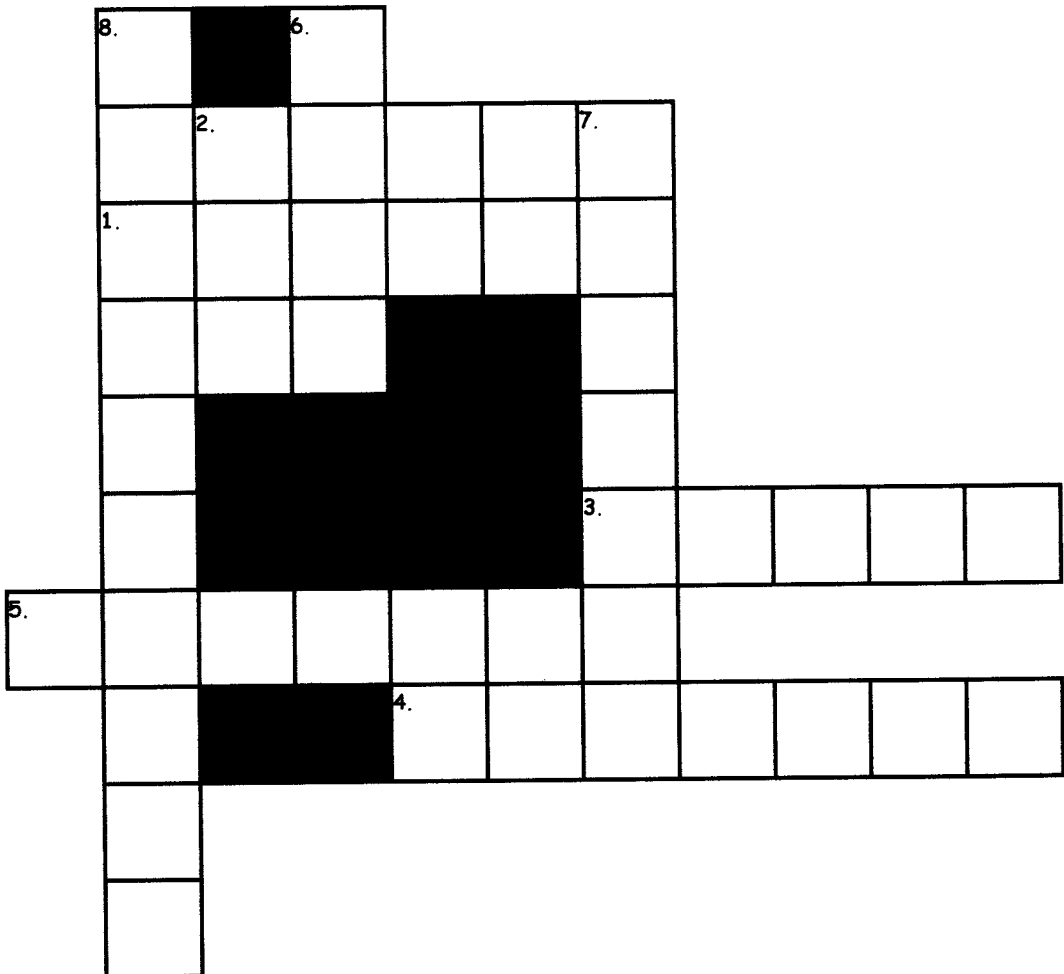
Spreadsheets

Across

1. A _____ runs down the page and is represented by a letter. (6)
2. A _____ number is a number and part of a number. (4)
3. Somewhere to show your results. (5)
4. A _____ will do a sum for you if you build it correctly. (7)
5. To change your text's colour is to _____ the text. (6)

Down

2. A _____ runs across the page and is represented by a number. (3)
6. A _____ holds data, text or formulas and is referenced by a letter and a number. (4)
7. An _____ shows whole numbers only. (7)
8. To change the colour of the cell change the _____. (10)



Name: _____ **Date:** __/__/__

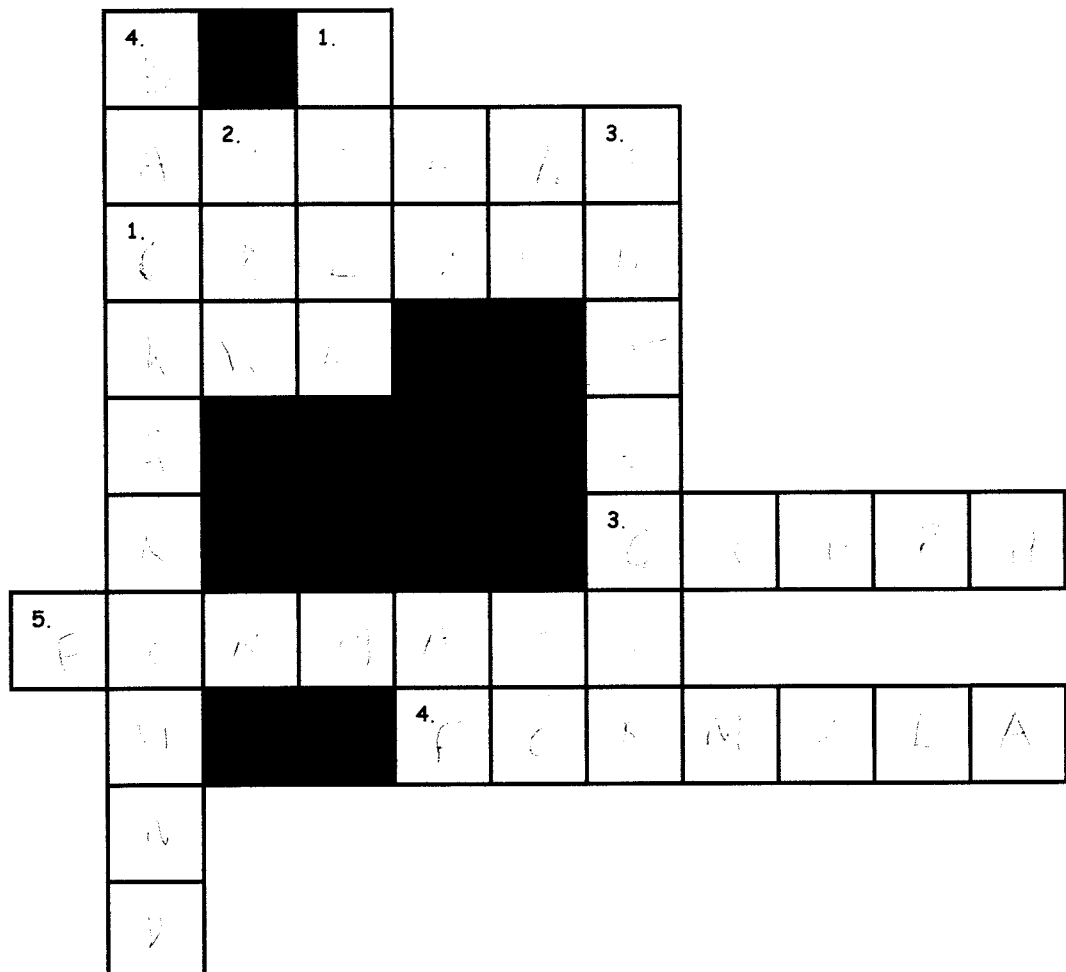
Spreadsheets

Across

1. A _____ runs down the page and is represented by a letter.
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Down

1. A _____ holds data, text or formulas and is referenced by a letter and a number.
2. A _____ runs across the page and is represented by a number.
3. An _____ shows whole numbers only.
4. To change the colour of the cell change the _____.



Name: _____

Date: __/__/__

Buying Christmas presents

You are Mrs Jones. Mrs Jones has a husband John, 40, and two children Samantha, 11, and Tom, 16. Mrs Jones has £300 to spend on her family how does she spend it.

	A	B	C
	Name	Gift	Cost £
1			
2			
3			
4			
5			
6			
7			
8		Money £	£300
9		Total £	
10		Money Left £	

Name: _____

Date: __/__/__

The Christmas dinner spreadsheet

	A	B	C	D
1	Food	Cost £	No sold	Total cost £
2	Turkey	0.70		
3	Roast Potatoes	0.05		
4	Sprouts	0.03		
5	Peas	0.03		
6	Swedes	0.03		
7	Parsnips	0.03		
8	Carrots	0.03		
9	Mashed Potatoes	0.04		
10	Gravy	0.02		
11	Christmas Pudding	0.30		
12	White Sauce	0.10		
13			Total	

- 1) Ben was hungry and enjoys Christmas dinner decided to have everything on the menu. How much did it cost? £_____
- 2) Jack is a fussy eater and does not like gravy, sprouts or swede, but likes everything else. How much did his meal cost ?
£_____
- 3) The staff ordered 7 X turkeys, 7X roast potatoes, 4X sprouts, 6X peas, 5X swede, 6X parsnips, 6X Carrots, 7X mashed potatoes, 7X gravy, 7X Christmas pudding and 7X white sauce. How much did it cost? £_____
- 4) The total order throughout the school was: 71 X turkeys, 65X roast potatoes, 33X sprouts, 56X peas, 57X swede, 57X parsnips, 63X Carrots, 71X mashed potatoes, 67X gravy, 71X Christmas pudding and 63X white sauce. How much did it cost?
£_____

Extension

Come up with your own set of questions.

Name: _____

Date: __/__/__

The Christmas dinner spreadsheet

	A	B	C	D
1	Food	Cost £	No sold	Total cost £
2	Turkey	0.70		= B2 x C2
3	Roast Potatoes	0.05		= B3 x C3
4	Sprouts	0.03		= B4 x C4
5	Peas	0.03		= B5 x C5
6	Swedes	0.03		= B6 x C6
7	Parsnips	0.03		= B7 x C7
8	Carrots	0.03		= B8 x C8
9	Mashed Potatoes	0.04		= B9 x C9
10	Gravy	0.02		= B10 x C10
11	Christmas Pudding	0.30		= B11 x C11
12	White Sauce	0.10		= B12 x C12 ~~= B12 x C12~~
13			Total	= Sum(D2 x D12)

- 1) Ben was hungry and enjoys Christmas dinner decided to have everything on the menu. How much did it cost? £1.36
- 2) Jack is a fussy eater and does not like gravy, sprouts or swede, but likes everything else. How much did his meal cost ? £1.28
- 3) The staff ordered 7 X turkeys, 7X roast potatoes, 4X sprouts, 6X peas, 5X swede, 6X parsnips, 6X Carrots, 7X mashed potatoes, 7X gravy, 7X Christmas pudding and 7X white sauce. How much did it cost? £9.28
- 4) The total order throughout the school was: 71 X turkeys, 65X roast potatoes, 33X sprouts, 56X peas, 57X swede, 57X parsnips, 63X Carrots, 71X mashed potatoes, 67X gravy, 71X Christmas pudding and 63X white sauce. How much did it cost? £92.71

Extension

Come up with your own set of questions.

Name: _____ Date: __/__/__

Buying Christmas presents (B) Answers

Mrs Jones has money and vouchers to spend on her family she spends the money on the following. Write the Answers and fill in the item cost.

	A	B	C
1	Name	Gift	Cost £
2	John	Philips super reflex HQ5426 shaver (P38)	
3	Tom	Nokia 3220 O2 (P113)	
4	Samantha	Nokia 3220 O2 (P113)	
5	Tom	Emergency charger (P25)	
6	Samantha	Emergency charger (P25)	
7		Total Cost £	
8		Vouchers £	30.00
9		Money £	

Do not use Calculator show workings at the bottom.

Name: _____

Date: __/__/__

Buying Christmas presents (B) Answers

Mrs Jones has money and vouchers to spend on her family she spends the money on the following. Write the Answers and fill in the item cost.

	A	B	C
1	Name	Gift	Cost £
2	John	Philips super reflex HQ5426 shaver (P38)	53.45
3	Tom	Nokia 3220 O2 (P113)	129.95
4	Samantha	Nokia 3220 O2 (P113)	129.95
5	Tom	Emergency charger (P25)	5.99
6	Samantha	Emergency charger (P25)	5.99
7		Total Cost £	325.33
8		Vouchers £	30.00
9		Money £	295.33

Do not use Calculator show workings at the bottom.

Name: _____

Date: __/__/__

Buying Christmas presents (A) Formula

Mrs Jones has money and vouchers to spend on her family she spends the money on the following. Write the formulas and fill in the item cost.

	A	B	C
1	Name	Gift	Cost £
2	John	Philips super reflex HQ5426 shaver (P38)	
3	Tom	Nokia 3220 O2 (P113)	
4	Samantha	Nokia 3220 O2 (P113)	
5	Tom	Emergency charger (P25)	
6	Samantha	Emergency charger (P25)	
7		Total Cost £	
8		Vouchers £	30.00
9		Money £	

1. Write the formula for the Total Cost.

Add from C2 : C6

2. Write the formula to work out how much money was spent by taking away vouchers from total cost.

Name: _____

Date: __/__/__

Buying Christmas presents (A) Formula

Mrs Jones has money and vouchers to spend on her family she spends the money on the following. Write the formulas and fill in the item cost.

	A	B	C
1	Name	Gift	Cost £
2	John	Philips super reflex HQ5426 shaver (P38)	53.45
3	Tom	Nokia 3220 O2 (P113)	129.95
4	Samantha	Nokia 3220 O2 (P113)	129.95
5	Tom	Emergency charger (P25)	5.99
6	Samantha	Emergency charger (P25)	5.99
7		Total Cost £	=sum(C2:C6)
8		Vouchers £	30.00
9		Money £	=C7-C8

1. Write the formula for the Total Cost.

Add from C2 : C6

2. Write the formula to work out how much money was spent by taking away vouchers from total cost.

Spreadsheets 1

Enter the number of items and put the formula in the Total Cost cell.

	A	B	C	D
1	Food Item	Cost £	No of Items	Total Cost £
2	Apple	0.20		
3	Orange	0.25		
4	Red Pepper	0.60		
5	Kiwi	0.38		
6	Lime	0.35		
7	Lemon	0.30		
8	Mushrooms	1.50		
9	Nectarine	0.40		
10	Bananas	0.20		

Spreadsheets 2

Enter the number of items and put the answer in the Total Cost cell.

	A	B	C	D
1	Food Item	Cost £	No of Items	Total Cost £
2	Apple	0.20		
3	Orange	0.25		
4	Red Pepper	0.60		
5	Kiwi	0.38		
6	Lime	0.35		
7	Lemon	0.30		
8	Mushrooms	1.50		
9	Nectarine	0.40		
10	Bananas	0.20		

Spreadsheets 3

Enter the Food item, Cost, No of Items and put the Formula in the Total Cost Cell.

	A	B	C	D
1	Food Item	Cost £	No of Items	Total Cost £
2				
3				
4				
5				
6				
7				
8				
9				
10				

Spreadsheets 4

Enter the food Item, Cost, No of Items and put the Answers in the Total Cost Cell.

	A	B	C	D
1	Food Item	Cost £	No of Items	Total Cost £
2				
3				
4				
5				
6				
7				
8				
9				
10				

Name: _____

Date: __/__/__

The eating out spreadsheet

	A	B	C	D
1	Meal	Cost £	No sold	Total cost £
2	Peppered Rump steak	5.90		
3	Breaded Plaice	5.50		
4	Rib eye steak (11 OZ)	7.50		
5	Peppered sauce	1.50		
6	Chicken Korma	5.50		
7	Chicken Tandoori	5.50		
8	Large Naan Bread	1.00		
9	Small Naan Bread	0.50		
10	Hawaiian Pork chops	5.90		
11	Lemon Turkey Steak	5.90		
12	Lamb shank	5.90		
13	Beef stroganoff	5.90		
14	Chicken in port + cider	5.90		
15				
16			Total	

1) Mr Jones, his wife and three children went to his local pub in Derwydd and ordered 1 Peppered Rump steak, 2 Chicken Tandoori and 2 Breaded Plaice. How much did their bill come to? £_____

2) The teaching staff at the school went out for a meal, Miss Morgan ordered Hawaiian Pork chops, Mrs Harris ordered Lemon Turkey Steak and Mrs Gough ordered Chicken in port + cider. How much did their bill come to? £_____

3) The staff decided to share the cost equally how much did each pay? £_____

4) How much did Mr Mitchell the proprietor make that night? £_____

Name: _____ Date: __/__/__

The House selling spreadsheet

	A	B	C
1	House price £	No. Sold	Total Cost £
2	30,000		=A2*B2
3	40,000		
4	50,000		
5	60,000		
6	70,000		
7	80,000		
8	90,000		
9	100,000		
10	110,000		
11	120,000		
12	130,000		
13	140,000		
14	150,000		
15			
16		Total	=sum(C2:C14)
17		Sal Cap J	=C16*0.001
18		Sal Cap C	=C16*0.0013

1) John an estate agent sells 3 £40,000 houses 1 £150,000 house and 4 £90,000 houses. How much money did he bring into the estate agents during that week? £_____

2) John gets paid on commission, every house he sells he gets 0.1% of the money. How much money did John earn that week? £_____

3) Chris another estate agent sells 6 £130,000 houses
2 £70,000 houses and 5 £50,000 houses.

How much money did he bring into the estate agents
during that week? £_____

4) Chris is a senior estate agent and gets paid on
commission, every house he sells he gets 0.13% of the
money. How much money did Chris earn that week?

£_____

5) John has a salary cap in which he cannot earn more
than £500 per week. How many £40,000 houses does
John need to sell to reach his limit and get paid £500?
_____ houses.

6) Chris has a salary cap in which he cannot earn more
than £650 per week. How many £30,000 houses does
Chris need to sell to reach his limit and get paid £650?
_____ houses.

7) How many £30,000 houses does John need to sell to
earn £390 for that week? _____ houses.

8) How many £150,000 houses does John need to sell
to earn £450 for that week? _____ houses.

9) John gets a promotion and his salary cap moves from
£500 per week to £560 per week how many £40,000
houses does he need to sell to make £560 exactly?
_____ houses.

Name: _____ Date: __/__/__

**Design your own shop spreadsheet and
enter the formula when required**

	A	B	C	D	E	F
1	Food Item	Mon	Tues	Weds	Thurs	Fri
2						
3						
4						
5						
6						
7	Food Item	Cost £	Week Total	Total Cost	Av Sold	
8						
9						
10						
11						
12						



Taenlen 1



Adiwch y nifer o ffrwythau a llysiau i gael y cyfanswm wythnosol.

	A	B	C	CH	D	DD	E
1	Eitem Bwyd	Dydd Llun	Dydd Mawrth	Dydd Mercher	Dydd Iau	Dydd Gwener	Cyfanswm
2	Afal	3	5	2	6	2	
3	Oren	1	3	1	3	2	
4	Banana	3	6	2	5	4	
5	Kiwi	1	2	2	3	1	
6	Lemwn	1	0	0	0	1	
7	Madarch	0	0	0	1	0	

Pupil self - assessment 'Number Magic, Excel' (Using a Spreadsheet)

<u>Name</u> -	<u>Year</u> -	<u>Using a Spreadsheet)</u> <u>1 - 3</u>
		Tick
<i>I can do some of the sums on paper with help.</i>		level 1
<i>I can use a calculator to find the answers to some of the sums with help.</i>		
<i>I put some information into the spreadsheet with help.</i>		
<i>I realised it was possible to save and print information.</i>		
<i>When shopping I realise that some shops use a kind of computer to add up the cost of what I buy.</i>		
<i>I can do simple pen and paper sums with some help</i>		level 2
<i>I can find the answers to sums using a calculator, with some help.</i>		
<i>With help I can put information into the spreadsheet.</i>		
<i>I understand that I can find the value of items sold by looking at columns in the spreadsheet.</i>		
<i>I can save and print the spreadsheet with help</i>		
<i>I can explain how a shop uses a computer to find the cost of items in a shopping trolley</i>		
<i>I can do sums using pen and paper and with a calculator without much help.</i>		level 3
<i>I can feed information into the correct cells after a little help at the beginning.</i>		
<i>I realise that a spreadsheet makes recording work easier.</i>		
<i>I realise that changing the cost of items, the number of items will have an effect on cells in other columns.</i>		
<i>I can save and print my file.</i>		
<i>I can compare paying for items in an old traditional shop with that used in a modern supermarket.</i>		

Pupil self - assessment 'Number Magic, Excel' (Using a Spreadsheet)

<u>Name-</u>	<u>Year -</u>	<u>Using a Spreadsheet)</u> 3 - 5+
		Tick
<i>I can do sums using pen and paper and with a calculator without much help.</i>		level 3
<i>I can feed information into the correct cells after a little help at the beginning.</i>		
<i>I realise that a spreadsheet makes recording sales, numbers easier.</i>		
<i>I realise that changing the cost of items, the number will have an effect on cells in other columns.</i>		
<i>I can save and print my file.</i>		
<i>I can compare paying for items in an old traditional shop with that used in a modern supermarket.</i>		
<i>I can find the cost of what was sold using pen and paper or a calculator without any problems.</i>		level 4
<i>I can save and print my spreadsheets for the two days that I worked in the shop.</i>		
<i>I can compare and explain how the sale of different items affected the totals.</i>		
<i>I can make changes and explain what the effect will be.</i>		
<i>I can compare the advantages and disadvantages of adding up the cost of items bought in various shops.</i>		
<i>With help I can understand the sum that hides inside some cells works out the cost of items sold.</i>		
<i>I can complete the spreadsheet save and print the information for the two days without any problems.</i>		level 5+
<i>I can make changes to the spreadsheets and say what the effect of those changes will be before they happen.</i>		
<i>I can explain clearly what a formula does inside a cell.</i>		
<i>I can compare the advantages and disadvantages of the different ways that bills are calculated in the real world.</i>		
<i>I can experiment with the cost and number of items sold and explain the effect of any changes made.</i>		
<i>I can explain clearly the purpose of a formula within a cell and create my own formulae.</i>		
<i>I can use the spreadsheet to test out my ideas (hypothesis).</i>		
<i>I can explain how shops can use the technology to vary the cost of items and to keep stock control.</i>		