

Spreadsheet Software

Objectives:

Using the Application		Confident Y/N
Working with Spreadsheets	Open, close a spreadsheet application. Open, close documents.	
	Create a new spreadsheet based on default template.	
	Save a spreadsheet to a location on a drive. Save a spreadsheet under another name to a location on a drive.	
	Save a spreadsheet as another file type like: template, text file, software specific file extension, version number.	
	Switch between open spreadsheets.	
Enhancing Productivity	Set basic options/preferences in the application: user name, default folder to open, save spreadsheets.	
	Use available Help functions.	
	Use magnification/zoom tools.	
	Display, hide built-in toolbars. Restore, minimize the ribbon.	

Using the Application objectives are the same for **ALL** Microsoft Office Software.

See the Microsoft Word section of this revision guide for screenshots (pages 4-6)

Objectives:

Cells		Confident Y/N
Insert, Select	Understand that a cell in a worksheet should contain only one element of data, (for example, first name detail in one cell, surname detail in adjacent cell).	
	Recognize good practice in creating lists: avoid blank rows and columns in the main body of list, insert blank row before Total row, ensure cells bordering list are blank.	
	Enter a number, date, text in a cell.	
	Select a cell, range of adjacent cells, range of non-adjacent cells, entire worksheet.	
Edit, Sort	Edit cell content, modify existing cell content	
	Use the undo, redo command.	
	Use the search command for specific content in a worksheet.	
	Use the replace command for specific content in a worksheet.	
	Sort a cell range by one criterion in ascending, descending numeric order, ascending, descending alphabetic order	
Copy, Move, Delete	Copy the content of a cell, cell range within a worksheet, between worksheets, between open spreadsheets	
	Use the autofill tool/copy handle tool to copy, increment data entries.	
	Move the content of a cell, cell range within a worksheet, between worksheets, between open spreadsheets.	
	Delete cell contents.	

Use the autofill tool/copy handle tool to copy, increment data entries.

Fill handle-Auto fills					
Days	Months	Years	Time	Date	
Monday	January	1998	09:00	Jan-	
Tuesday	February	1999	10:00	Feb-	
Wednesday	March	2000	11:00	Mar-	
Thursday	April	2001	12:00	Apr-	

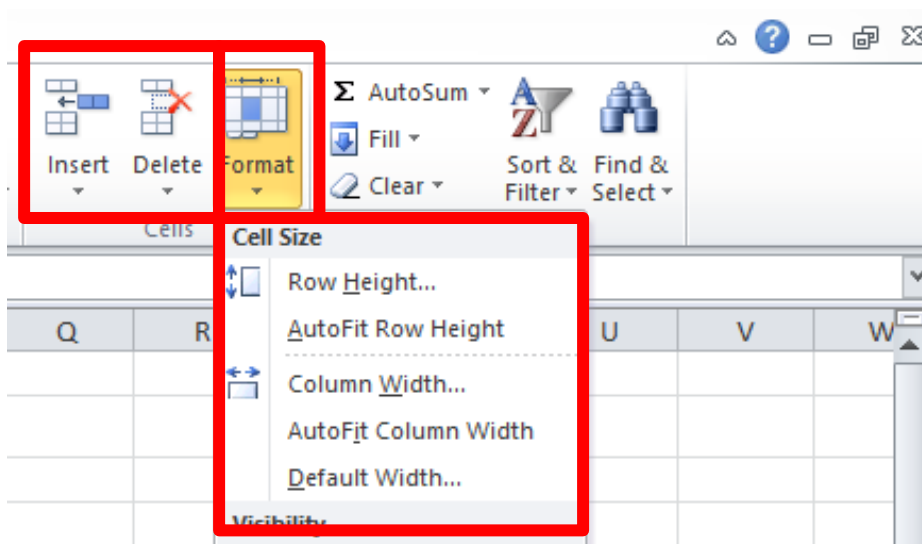
Select cell, move your cursor to the bottom right corner of cell and then drag down

Objectives:

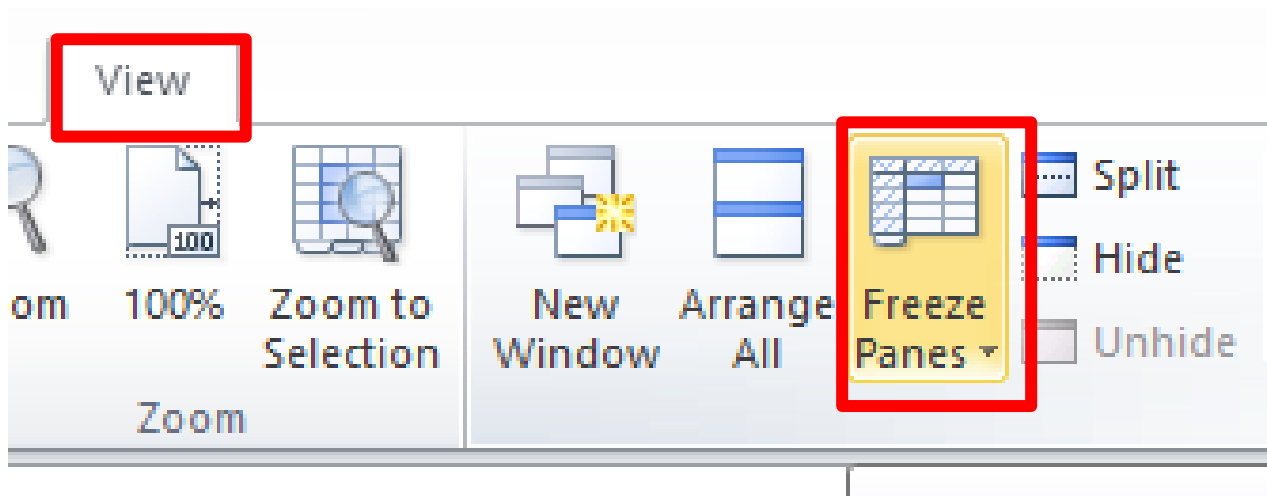
Managing Worksheets		Confident Y/N
Rows and Columns	Select a row, range of adjacent rows, range of non-adjacent rows.	
	Select a column, range of adjacent columns, range of non-adjacent columns.	
	Insert, delete rows and columns.	
	Modify column widths, row heights to a specified value, to optimal width or height.	
	Freeze, unfreeze row and/or column titles.	
Worksheets	Switch between worksheets	
	Insert a new worksheet, delete a worksheet	
	Recognize good practice in naming worksheets: use meaningful worksheet names rather than accept default names.	
	Copy, move, rename a worksheet within a spreadsheet.	

Insert, delete rows and columns.

Modify column widths, row heights to a specified value, to optimal width or height.

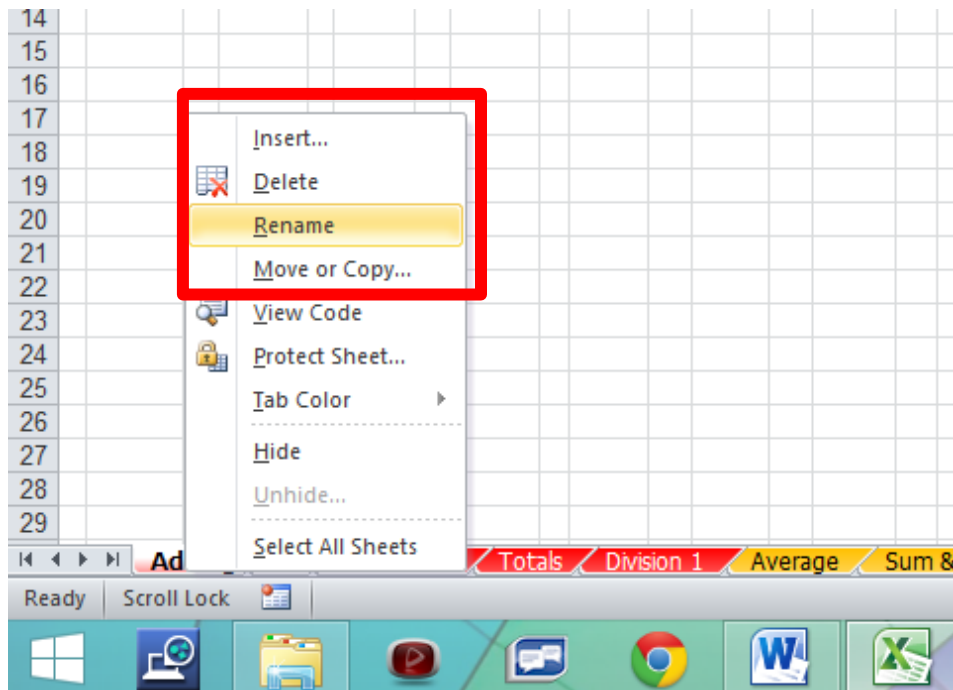


Freeze, unfreeze row and/or column titles.



Insert a new worksheet, delete a worksheet

Recognize good practice in naming worksheets: use meaningful worksheet names rather than accept default names.



Objectives:

Formulas and Functions		Confident Y/N
Arithmetic Formulas	Recognize good practice in formula creation: refer to cell references rather than type numbers into formulas.	
	Create formulas using cell references and arithmetic operators (addition, subtraction, multiplication, division).	
	Identify and understand standard error values associated with using formulas: #NAME?, #DIV/0!, #REF!.	
	Understand and use relative, absolute cell referencing in formulas.	
Functions	Use sum, average, minimum, maximum, count, counta, round functions.	
	Use the logical function if (yielding one of two specific values) with comparison operator: =, >, <.	

Create formulas using cell references and arithmetic operators (addition, subtraction, multiplication, division).

	J	K	L	M	N	O	P
1							
2							
3							
4	13		25	+	4	=	=L4+N4
5							
6	14		31	-	5	=	=L6-N6
7							
8	15		42	*	12	=	=L8*N8
9							
10	16		45	÷	8	=	=L10/N10

Identify and understand standard error values associated with using formulas:
 #NAME?, #DIV/0!, #REF!.

#####	Occurs when the cell contains a number, date or time that is wider than the cell.
DIV/0	Occurs when a formula divides by 0 or by a blank cell
N/A	Occurs when a value is not available to a function or formula
Name?	Occurs when Excel does not recognise text within a formula
Null	Occurs when you specify an intersection of two areas that do not intersect. For example, if the formula refers to two separate ranges, these must be divided by a comma – A3:A6,B3:B6
Num!	Occurs when there is a problem with a number in a formula or function. For example, using an unacceptable argument in a function that requires a numeric argument.
Ref!	Occurs when a cell reference is invalid. For example the cell reference referred to has been deleted or moved to another worksheet.
Value!	Occurs when the wrong type of argument or operand is used within a formula. This means that the formula is incorrect or a part of the formula is missing.

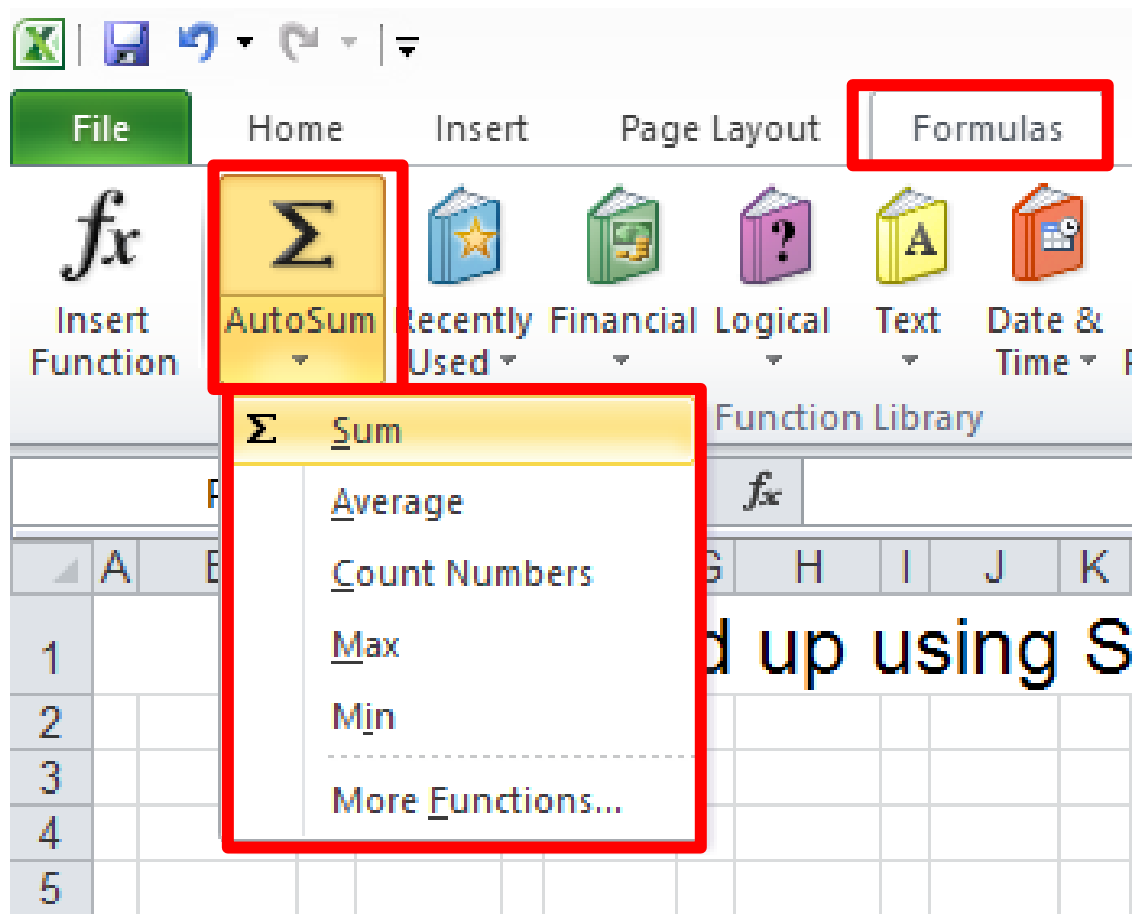
Understand and use relative, absolute cell referencing in formulas.

	A	B	C	D	E	F
1	Absolute					
2	<i>Absolute cell reference. Use if you want to relate to one particular cell.</i>				Ticket cost	
3					£3.00	
4			Tickets Bought	Cost of tickets		
5	Mr Adams		3	=C5*\$E\$3		

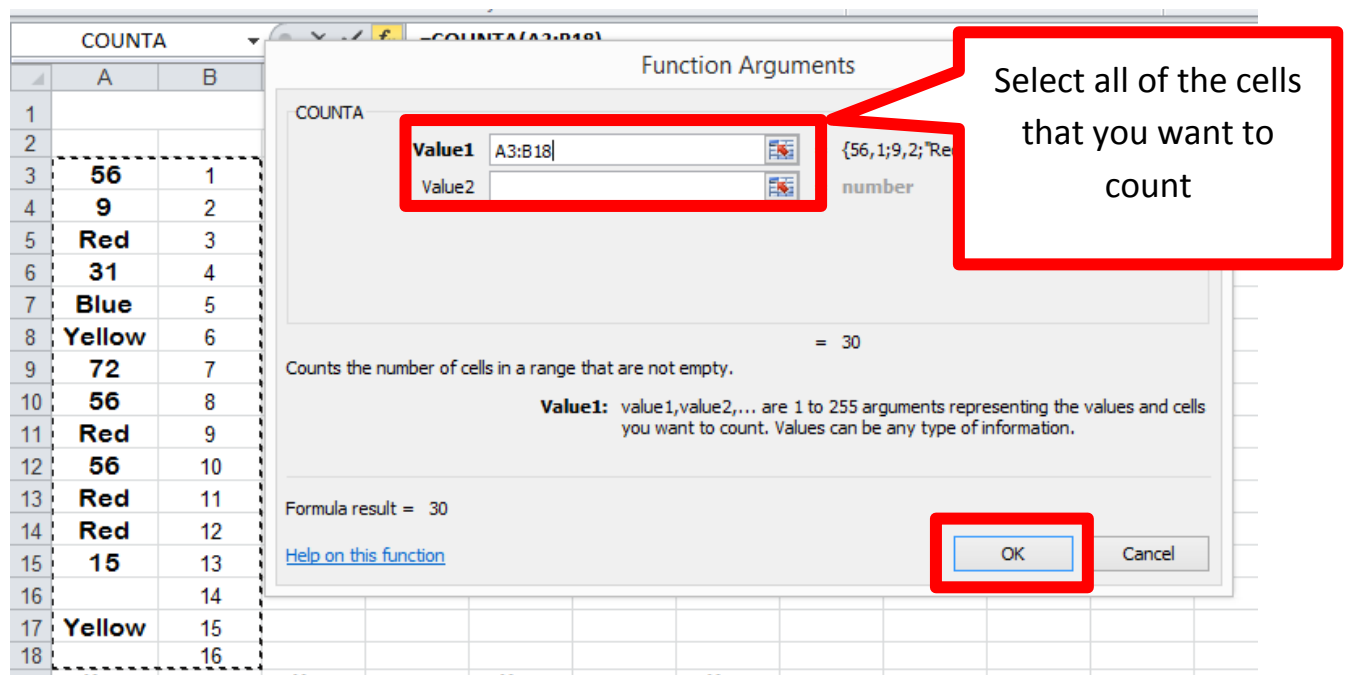
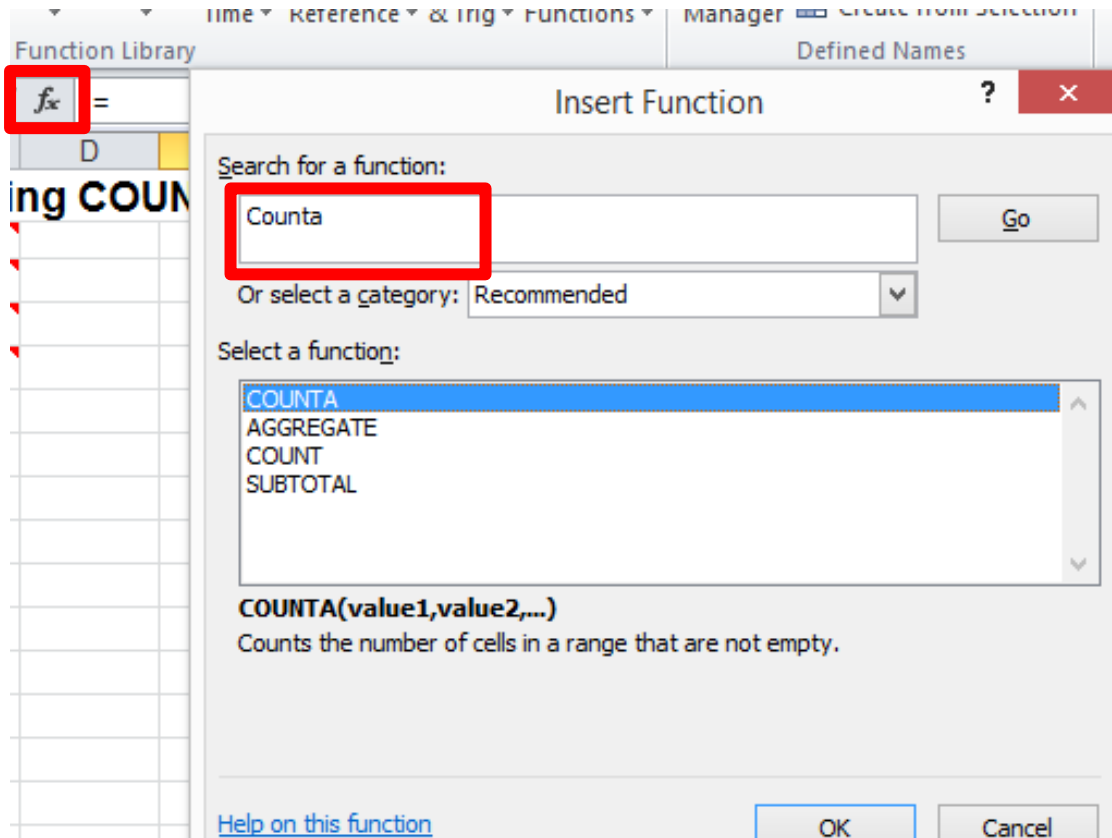
Using \$ between the cell reference to make the cell stay put when auto-filling formula

Use sum, average, minimum, maximum, count, counta, round functions.

Sum, Average, Minimum, Maximum and Count



Counta (Use this function when you want to COUNT All of the items in the cells (numbers and text



Use the logical function if (yielding one of two specific values) with comparison operator: =, >, <.

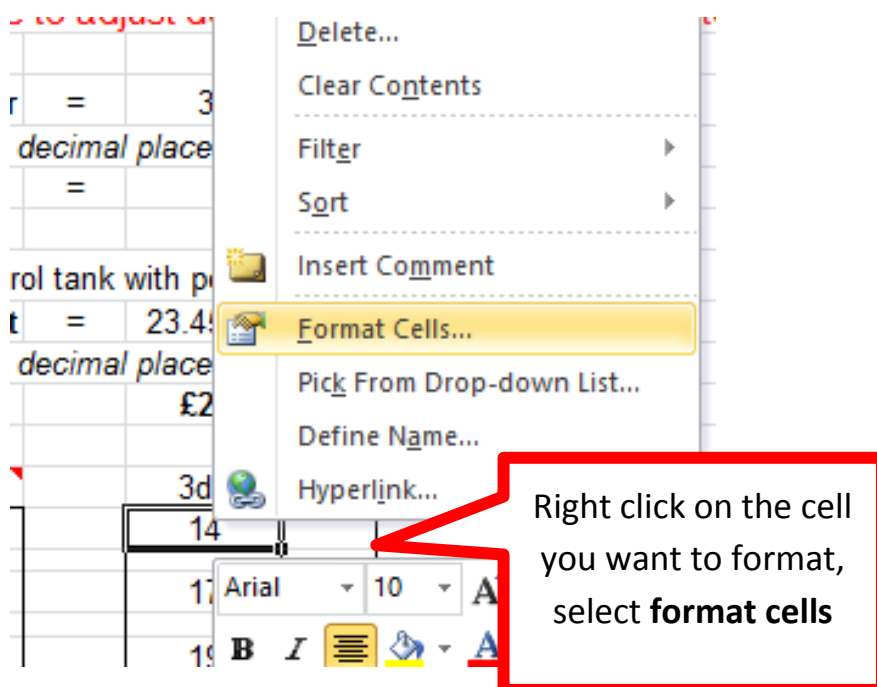
The screenshot shows the Microsoft Excel interface. The 'Formulas' ribbon is active, and the 'Logical' dropdown menu is open. The dropdown menu lists the following functions: AND, FALSE, IF, IFERROR, NOT, OR, TRUE, and Insert Function... The 'IF' function is highlighted. The background shows a spreadsheet with columns A, B, and C, and rows 1 through 7. The data in the spreadsheet is as follows:

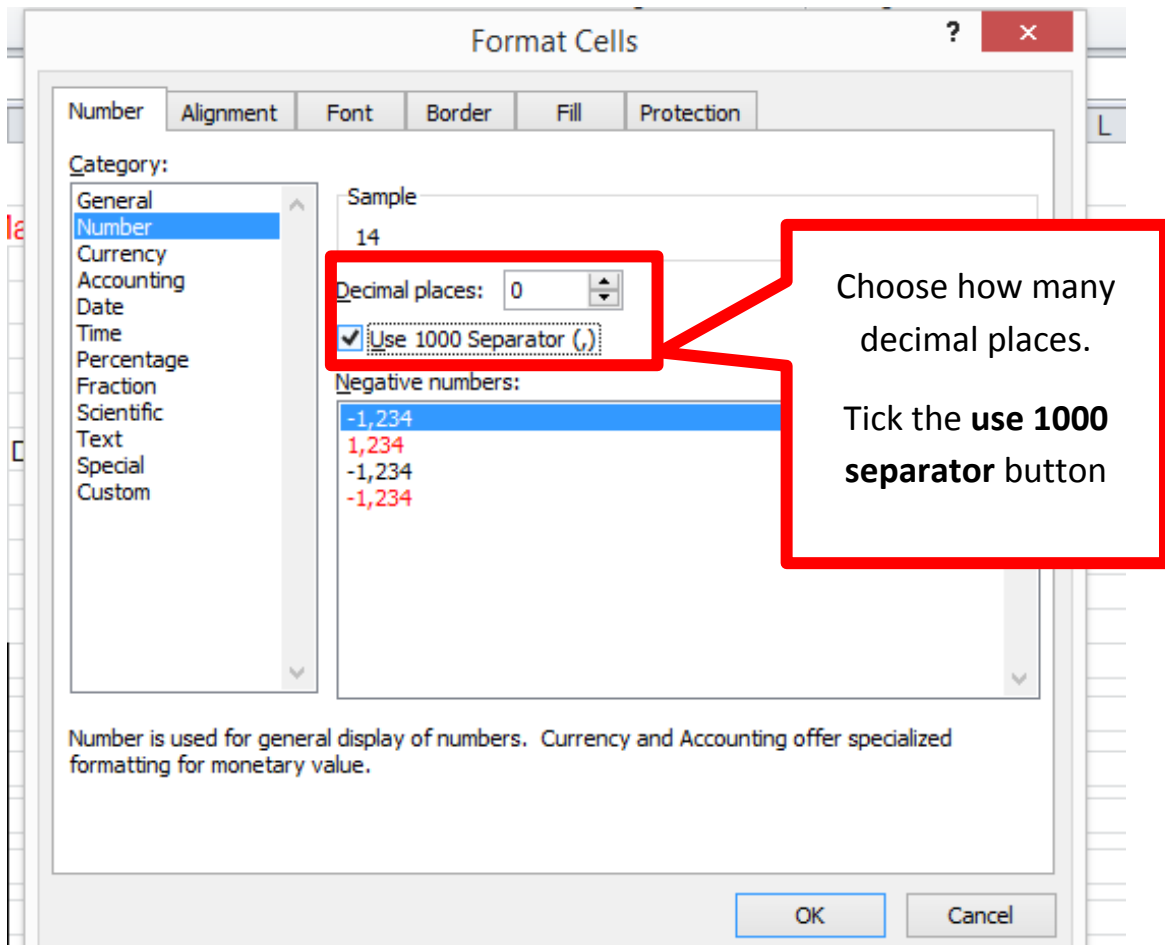
	A	B	C
1			
2			
3	56	1	
4	9	2	
5	Red	3	
6	31	4	
7	Blue	5	

Objectives:

Formatting		Confident Y/N
Numbers/ Dates	Format cells to display numbers to a specific number of decimal places, to display numbers with, without a separator to indicate thousands.	
	Format cells to display a date style, to display a currency symbol.	
	Format cells to display numbers as percentages.	
Contents	Change cell content appearance: font sizes, font types	
	Apply formatting to cell contents: bold, italic, underline, double underline.	
	Apply different colours to cell content, cell background.	
	Copy the formatting from a cell, cell range to another cell, cell range	
Alignment, Border Effects	Apply text wrapping to contents within a cell, cell range.	
	Align cell contents: horizontally, vertically. Adjust cell content orientation.	
	Merge cells and centre a title in a merged cell.	
	Add border effects to a cell, cell range: lines, colours.	

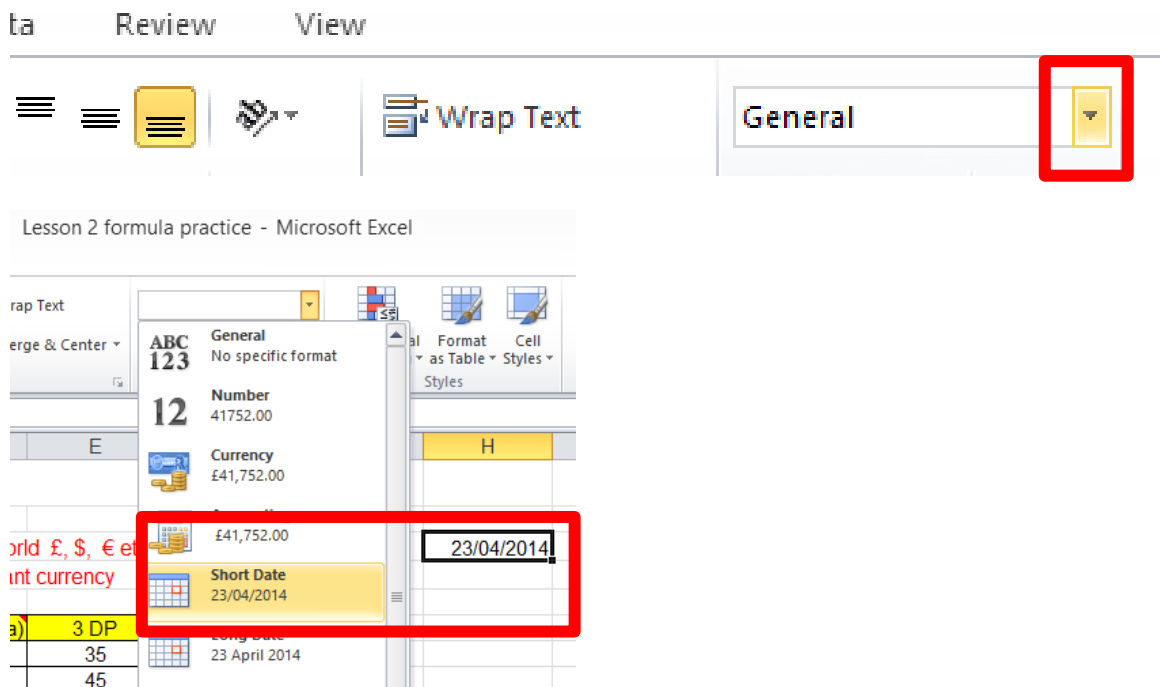
Format cells to display numbers to a specific number of decimal places, to display numbers with, without a separator to indicate thousands.



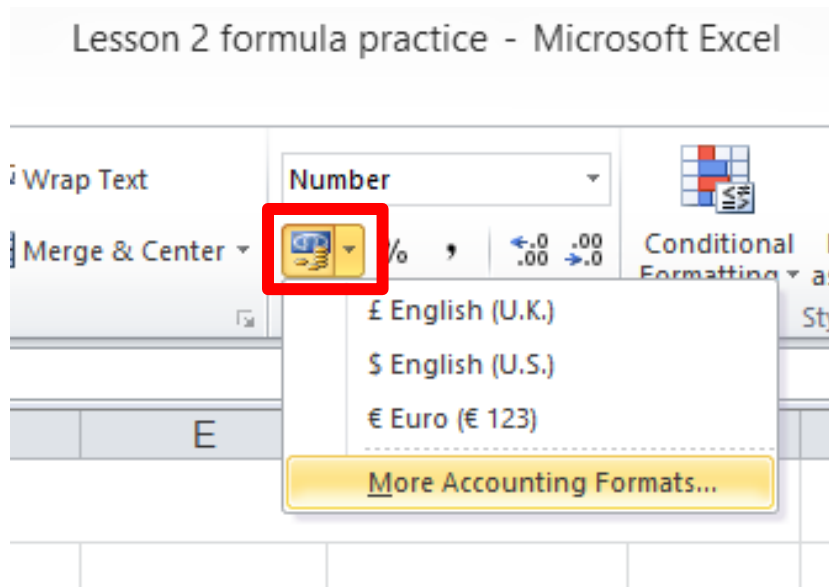


Format cells to display a date style, to display a currency symbol.

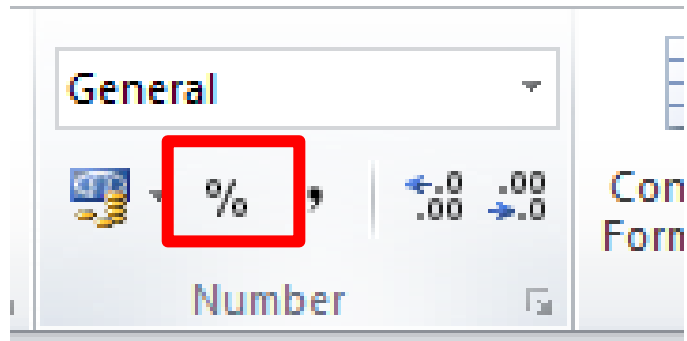
Date



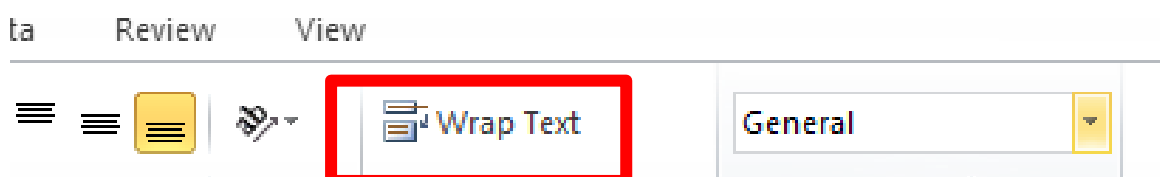
Currency



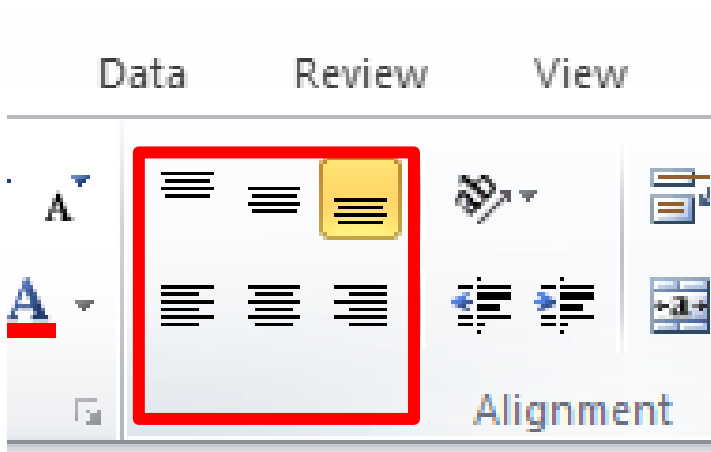
Format cells to display numbers as percentages.



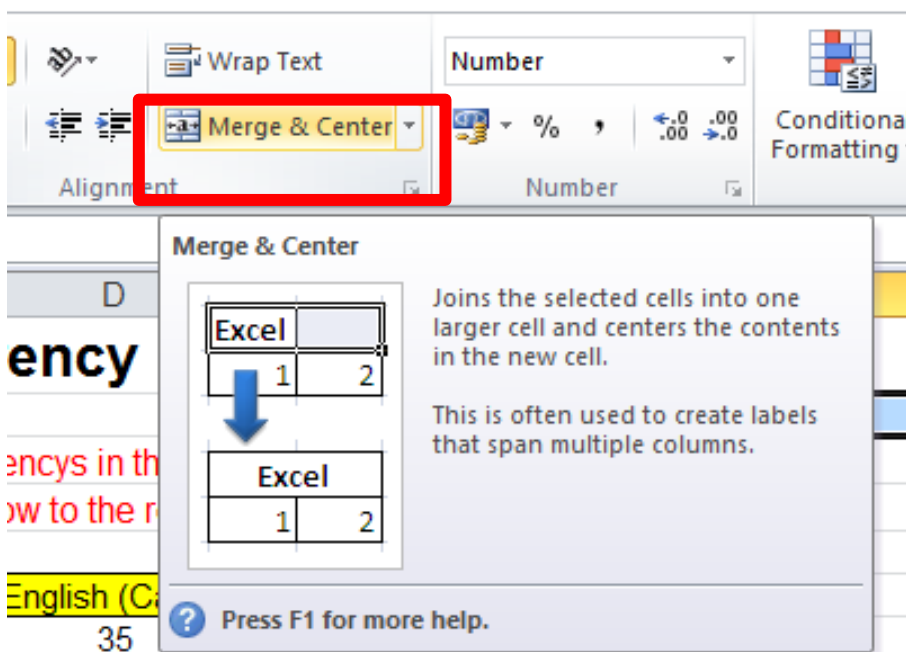
Apply text wrapping to contents within a cell, cell range.



Align cell contents: horizontally, vertically. Adjust cell content orientation.



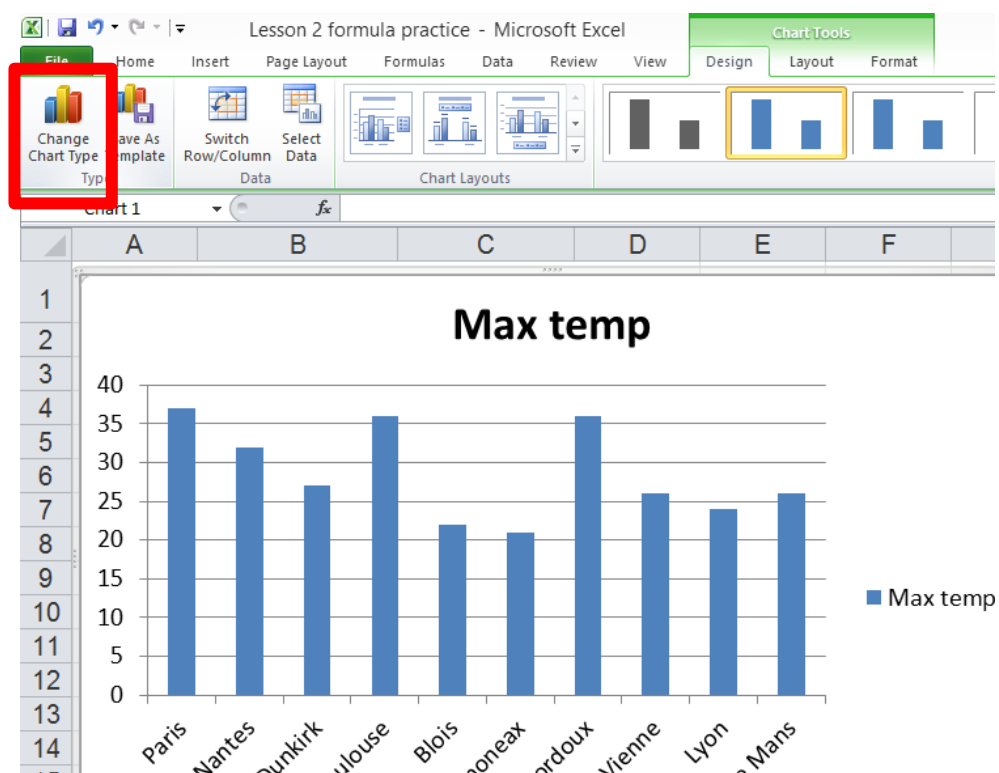
Merge cells and centre a title in a merged cell.



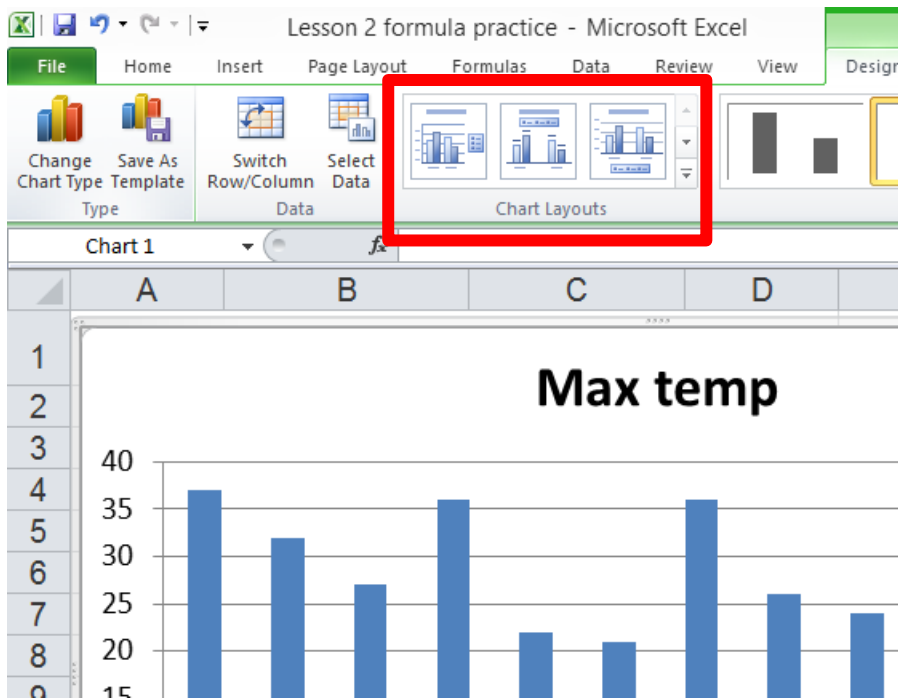
Objectives:

Charts		Confident Y/N
Create	Create different types of charts from spreadsheet data: column chart, bar chart, line chart, pie chart.	
	Select a chart	
	Change the chart type.	
	Move, resize, delete a chart.	
Edit	Add, remove, edit a chart title.	
	Add data labels to a chart: values/numbers, percentages.	
	Change chart area background colour, legend fill colour.	
	Change the column, bar, line, pie slice colours in the chart.	
	Change font size and colour of chart title, chart axes, chart legend text.	

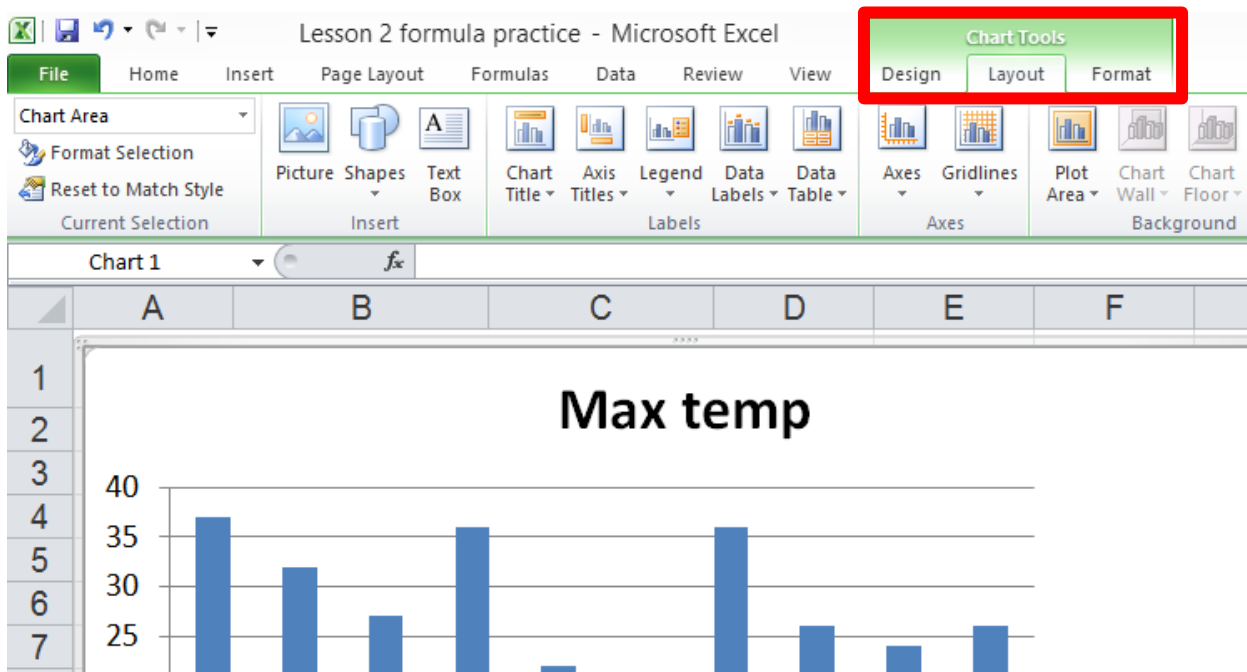
Change the chart type.



Add data labels to a chart: values/numbers, percentages.



Change font size and colour of chart title, chart axes, chart legend text.

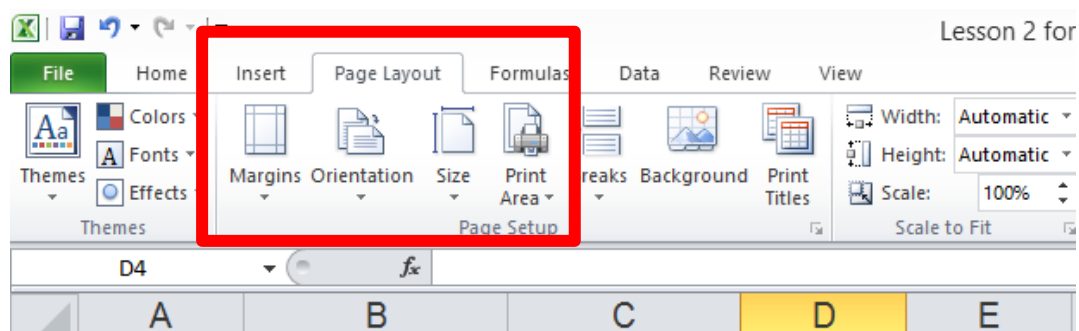


Objectives:

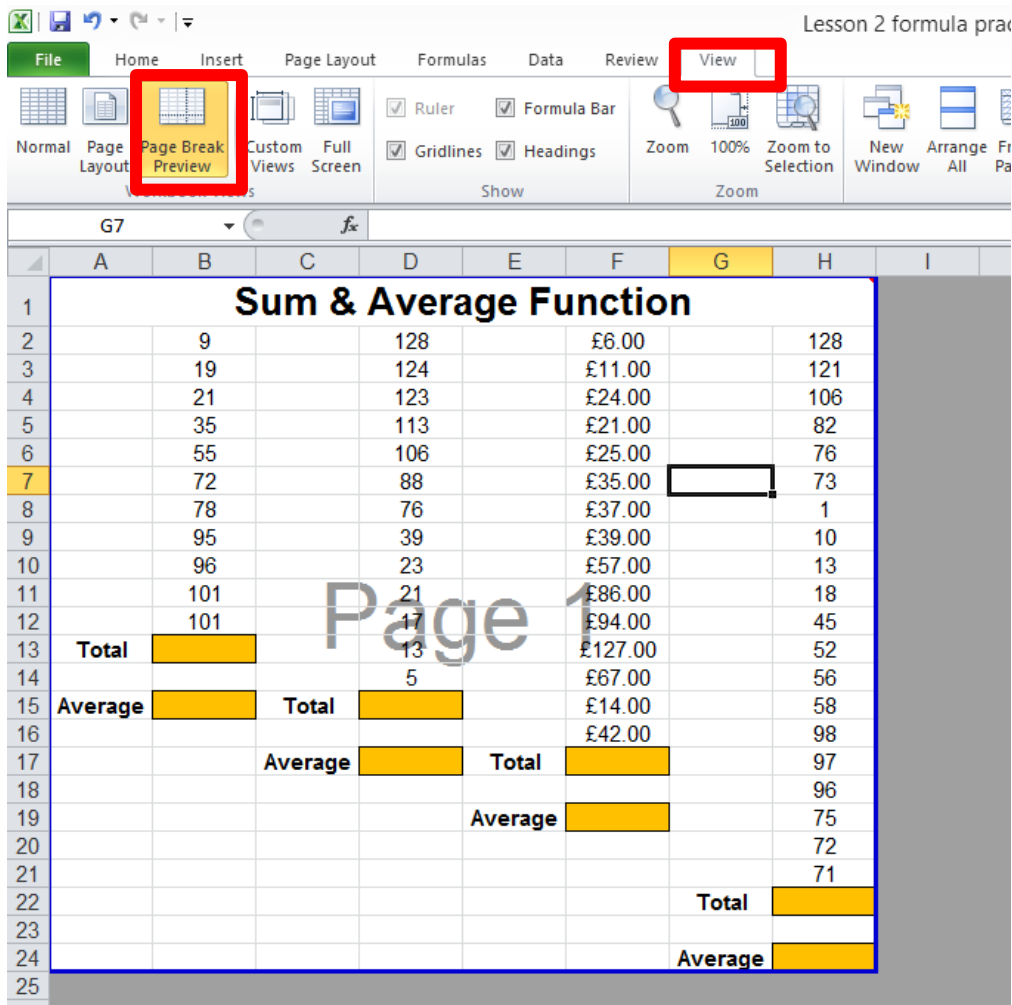
Prepare Outputs		Confident Y/N
Setup	Change worksheet margins: top, bottom, left, right.	
	Change worksheet orientation: portrait, landscape. Change paper size.	
	Adjust page setup to fit worksheet contents on a specified number of pages.	
	Add, edit, delete text in headers, footers in a worksheet.	
	Insert and delete fields: page numbering information, date, time, file name, worksheet name into headers, footers.	
Check and Print	Check and correct spreadsheet calculations and text.	
	Turn on, off display of gridlines, display of row and column headings for printing purposes.	
	Apply automatic title row(s) printing on every page of a printed worksheet.	
	Preview a worksheet	
	Print a selected cell range from a worksheet, an entire worksheet, number of copies of a worksheet, the entire spreadsheet, a selected chart.	

Change worksheet margins: top, bottom, left, right.

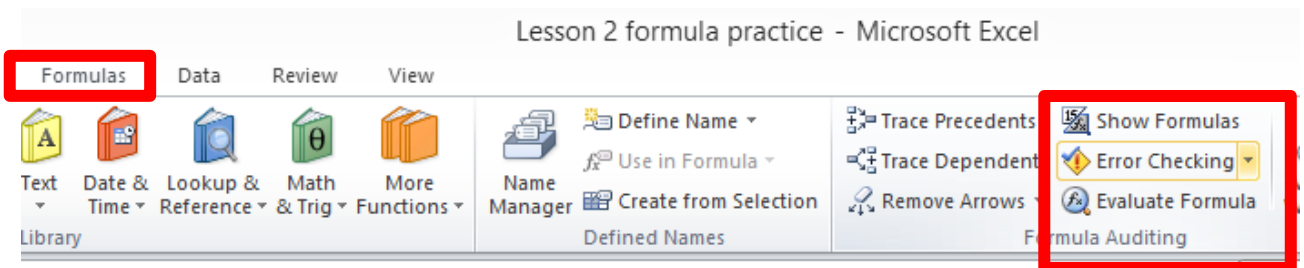
Change worksheet orientation: portrait, landscape. Change paper size.



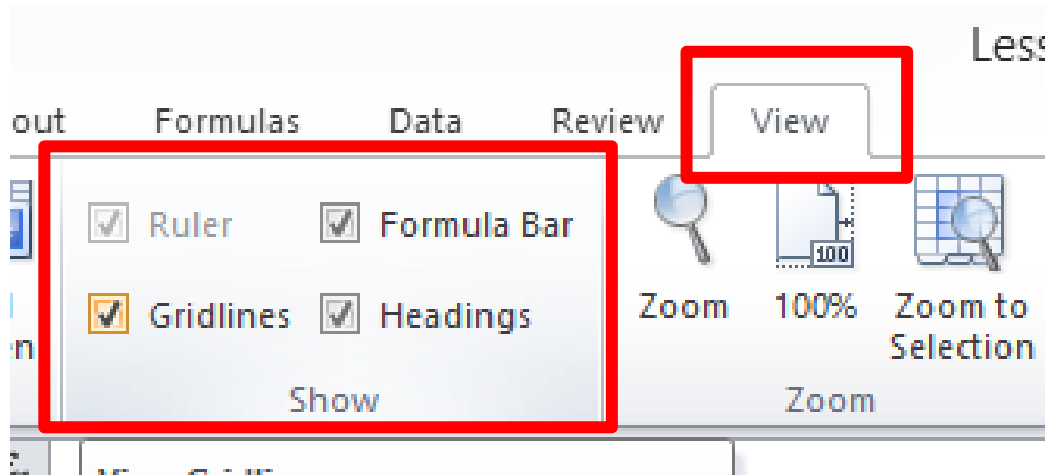
Adjust page setup to fit worksheet contents on a specified number of pages.



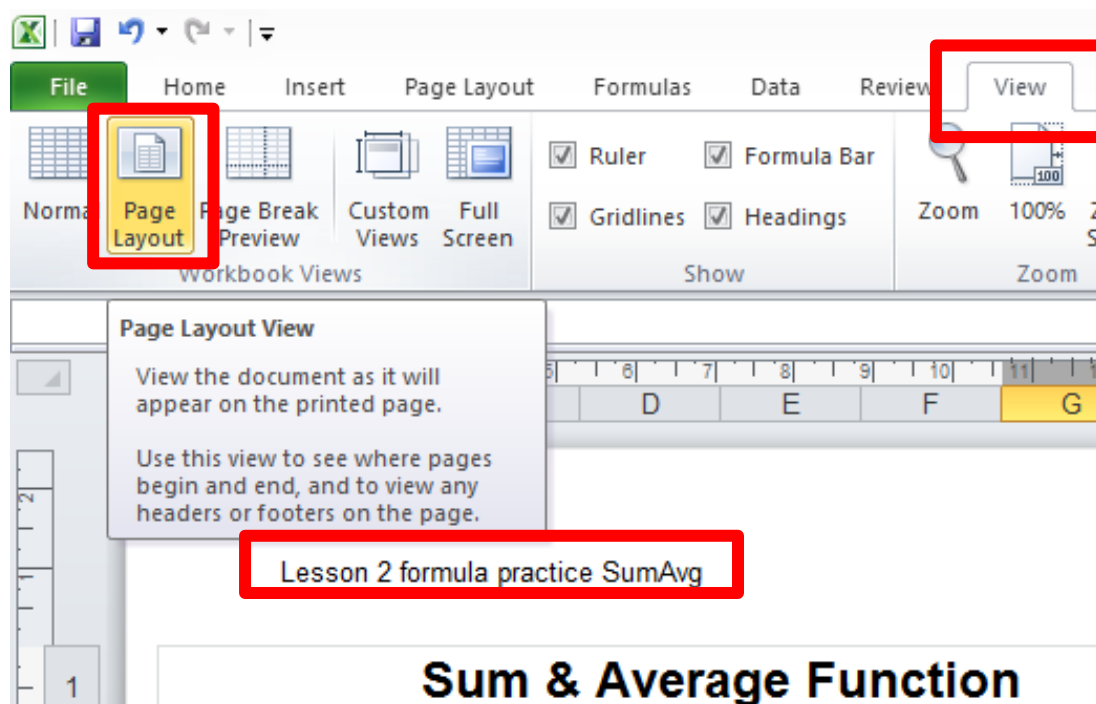
Check and correct spreadsheet calculations and text.



Turn on, off display of gridlines, display of row and column headings for printing purposes.



Apply automatic title row(s) printing on every page of a printed worksheet.



Print a selected cell range from a worksheet, an entire worksheet, number of copies of a worksheet, the entire spreadsheet, a selected chart.

Lesson 2 formula practice - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View

Save Save As Open Close Info Recent New Print Save & Send Help Options Exit

Print

Print Copies: 1

Printer

Canon MG3500 series Printer Ready Printer Properties

Settings

Print Active Sheets Only print the active sheets Pages: to

Print one-sided Only print on one side of the page Collated 1,2,3 1,2,3 1,2,3 Landscape Orientation A4 21 cm x 29.7 cm Custom Margins No Scaling Print sheets at their actual size Page Setup

Lesson 2 formula practice SumAvg

Sum & Average Function

9	128	£6.00	128
19	124	£11.00	121
21	123	£24.00	106
35	113	£21.00	82
55	106	£25.00	76
72	88	£35.00	73
78	76	£37.00	1
95	39	£39.00	10
96	23	£57.00	13
101	21	£86.00	18
101	17	£94.00	45
Total	5	£127.00	52
Average	5	£27.00	56
		£14.00	58
		£42.00	98
	Average	Total	97
			96
			75
			72
			71
		Total	71
		Average	

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