Task 1

Key in the following Spreadsheet, showing the number of students who accessed e-books from the college library on a weekly basis. Remember to use autofill for the days of the week.

TYPE	MON	TUE	WED	THU	FRI	SAT	TOTAL NO OF BOOKS BORROWED
EFFECTIVE IT	103	213	49	58	165	126	
GOOD USE OF EXCEL	150	88	29	18	42	12	
INTRO TO IT	190	160	53	90	102	52	
BUSINESS CLASS	175	295	31	56	98	100	
USING THE INTERNET	88	74	126	98	200	65	
USING WORD	70	42	12	19	35	19	
TOTAL							

Calculate the total number of books borrowed from the school library for a Monday. Replicate the sum for the remainder of the week. To do this use the autosum function.

Calculate the total number of books borrowed each week.

Add your name as a footer, save as BOOKS and print one copy in landscape

Task 2

Add a column at the end entitled TOTAL INCOME. Calculate the amount of income for the college if each student is charged 20p per week per book. *(Multiply the number of books borrowed by 0.20)* Format this cell to £, integer format. (This means no decimal places)

Save as BOOKS2

TASK 3

You are working in the sales department of a firm of software producers. You are required to produce a spreadsheet to analyse sales of their products.

1   a)   Create a new spreadsheet
    b)   Set the page orientation to **landscape**

2   Enter the following data, leaving the **Total** and **Sales** columns blank as shown.

Software Targets								
Program	Jan	Feb	Mar	Apr	May	June	Total	Sales
Presentation	54	60	65	72	68	61		
Database	36	42	45	46	50	47		
Photo Editor	30	45	58	60	90	108		
Firewall	24	36	40	48	56	60		
Virus Checker	48	57	61	80	84	88		
Word Processing	108	114	122	120	110	131		

3   In the header enter:

> **your name**
> **your centre number**
> an **automatic date.**

4   Save the spreadsheet using the filename **software**

Your Manager wants you to make some calculations.

   a)   In the **Total** column, use the SUM function to calculate the **Total** for the **Presentation** data (Jan to June inclusive).

   b)   Replicate this formula to show the **Total** for all other Programs.

   a)   Insert a new column with the label **Price** between Total and Sales.

   b)   Enter the data into the **Price** column as follows:

Program	Price
Presentation	54.95
Database	50
Photo Editor	66
Firewall	25.5

2

Virus Checker	32
Word Processor	52

Format these figures to 2 decimal places.

Your Manager has asked you to calculate the Sales figures.

a) Insert a formula to calculate the **Sales** for the **Presentation** by multiplying the **Total** by the **Price** then multiplying this figure by **1.05. You will need to use brackets for this formula, eg (Total x Price) x 1.05. Don't forget to use <u>cell references</u> NOT values.**

b) Replicate this formula to show the **Sales** for all other Programs.

Save the spreadsheet using the filename **software**

a) Make sure all data is displayed in full.

b) Print one copy of the spreadsheet **on one page** in **landscape** orientation, showing the figures, not the formulae.

TASK 4

Microsoft Excel enables you to create graphs and charts from data within a Spreadsheet.

1: Create a spreadsheet using Excel in the normal way.

2: Select (highlight) the data you wish to present in graph form

3 : Click on to Insert tab and choose the chart you wish to use.

4: Right click on legend and choose **format legend** to give your chart an appropriate legend
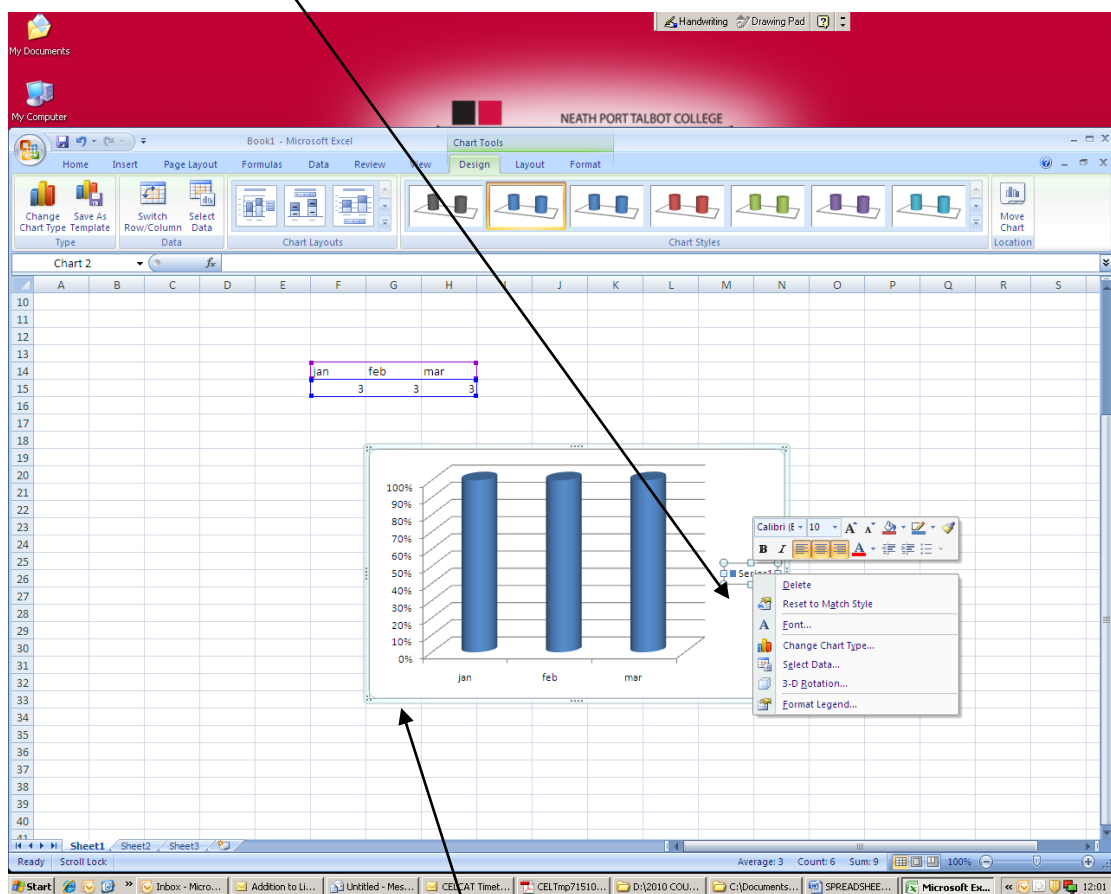
5: Right click on vertical (value) axis and change value, eg to show £ instead of percentage
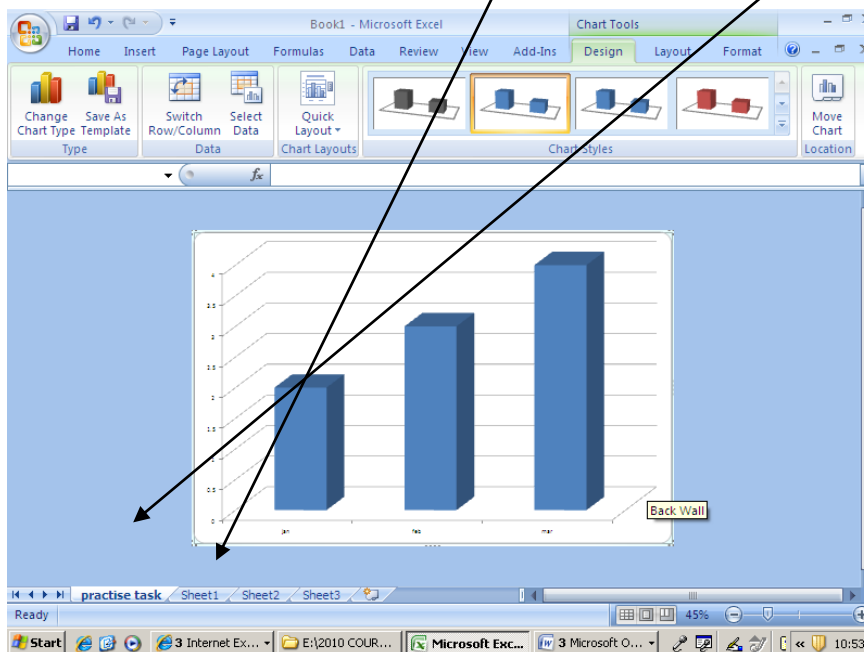
4

NOTE: You can embed your chart into the spreadsheet or save as a new sheet. To save as a new sheet – create the chart as normal then choose MOVE CHART LOCATION
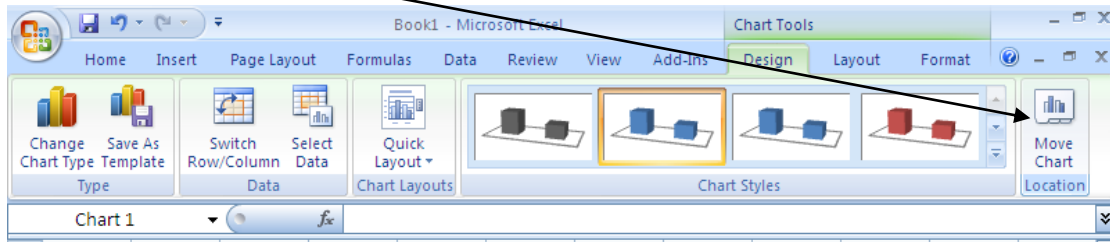
Select NEW SHEET AND RENAME   THEN CLICK ON OK.
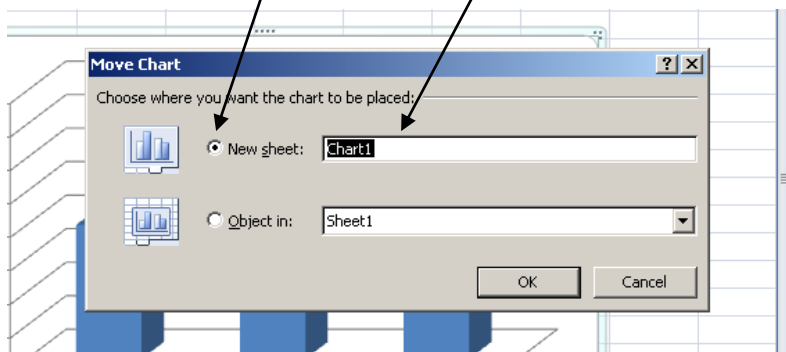
You can now see that your chart has been saved as a NEW SHEET and the spreadsheet can be viewed separately.

TASK 5

Key in the following, using Microsoft Excel and save one copy with the filename STAFF OVERTIME.

STAFF OVERTIME – HIGHGATE SCHOOL

	Jan	Feb	Mar	Apr	May	Jun
Paul	7	9	23	25	25	44
Michelle	13	15	27	14	30	21
Keeley	4	21	19	22	36	38
Pat	5	8	25	21	24	36
Donna	4	9	15	21	30	23

1. **Create a pie chart to display the JAN data for all members of the your team**. Remember to include the staff names for your chart to be meaningful.

Give the chart the heading JANUARY OVERTIME

Each sector must be labelled clearly with the name of the team member and the NUMBER and PERCENTAGE of overtime worked.

Insert your name as a footer.

Save your chart using the name JANUARY

Print one copy of your pie chart.

2. **Produce a bar chart showing the data for PAUL from JAN to APR.**

Display the months along the x-axis.

Set the y-axis to display the range 5 to 50.
(Right click y-axis – format axis – scale)

Give the bar chart the heading OVERTIME TO DATE – PAUL

Give the x-axis the title MONTH

Give the y-axis the title OVERTIME.

Do not display legend.

Save the chart using the name OVERTIME.