

Spreadsheets



How to use these workbooks

- These workbooks have been created to assist adults working with students in schools.
- They are designed to help pupils develop basic computer skills through activities and 'Hints and Tips' pages which guide you through how to do different tasks.
- The workbooks are made to assist with Microsoft Office software, and as such will work best using these programs. They can be used in other applications (for example RM Number Magic) but instructions might be different, so we would advise against doing this.
- The work books cover the following areas, and should be completed in the following suggested order:
 - ✓ Introduction
 - ✓ The Internet
 - ✓ Word Processing
 - ✓ Spreadsheets
 - ✓ Power Point
- The activities are broken down to suit all levels of students. The red tasks begin an activity and should be completed by all students. Those who complete these tasks easily, or who want a further challenge, can move on to the blue tasks. The green tasks are for pupils who have completed the other two tasks and still want to know more.
- The Hints 'n' Tips pages can be used to help a student through the activity, or they could be used as stand alone lessons.
- There are 'Checklists' at the back of each pack. These can be used to ensure the student has learnt everything in the pack, or they could be used at the beginning to ascertain whether the student is familiar with the application already.
- The quizzes at the end of the packs will provide some light entertainment for the student, and enable the adult to check that they have understood the application.
- On successful completion of the course and the quiz, the certificates on the back page can be photocopied, signed by the adult, and given to the student to recognise their achievement.

Copies of the worksheets, certificates, and extra information can be found on the Tower Hamlets Education Business Partnership website – www.thebp.org/cp.htm

THESE WORKSHEETS HAVE BEEN PLANNED AND DESIGNED WITH THE HELP OF: HEATHER DEACON, NICOLA JONES AND AURORE MELARD DE FEUARDENT.

A BIG THANK YOU TO THEM, THE ROYAL BANK OF SCOTLAND GROUP AND RT IT CONSULTING.



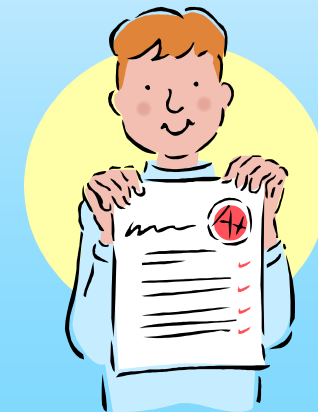
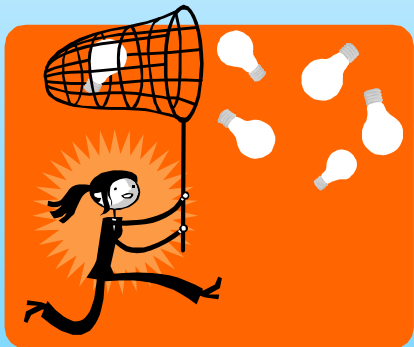
What is a Spreadsheet?

- An IT spreadsheet is a program with rows and columns used for recording and comparing entered data. The most commonly used IT spreadsheet software is Microsoft Excel.
- It is often used to:
 - ✓ Make calculations
 - ✓ Draw charts
 - ✓ Enter information in a methodical way
 - ✓ Sort large amounts of information



What am I going to produce?

You are going to enter some information about planets in a spreadsheet. You will use a graph to display your results.



Activity time!

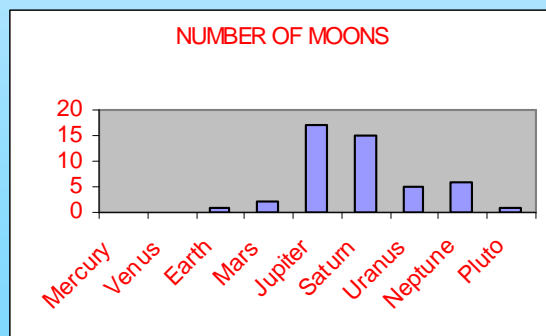
Open a **new** spreadsheet. Copy the following information into the first two columns on your spreadsheet. Make the **columns wide** enough so that you can see all the writing in each cell. **Save** your spreadsheet.

	A	B
1	PLANET	NUMBER OF MOONS
2	Mercury	0
3	Venus	0
4	Earth	1
5	Mars	2
6	Jupiter	17
7	Saturn	15
8	Uranus	5
9	Neptune	6
10	Pluto	1
11		

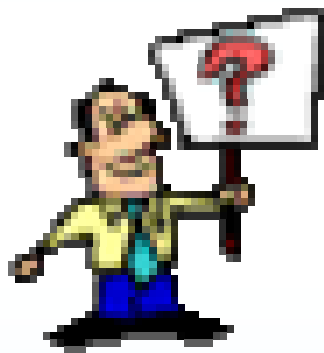
Extra Activity!

Invent a mnemonic (look it up in the dictionary!) to help you remember the order of the planets.

Highlight the entire database and using '**sort**' make the spreadsheet list the planets in alphabetical order. Using the '**Sum**' function, work out how many moons all of the planets have in total. What is the average number of moons per planet?



Insert a **bar graph** to show the different number of moons different planets have. **Copy and paste** this table in to a poster about the 9 planets in Word or PowerPoint.



Hints 'n' Tips



- How to open and save a new Spreadsheet? Page 6
- How to change a column width? Page 7
- How to highlight Spreadsheets data ? Page 7
- How to sort data alphabetically? Page 8
- How to use the sum function?..... Page 9
- How to use the average function? Page 9
- How to insert a bar graph? Page 10
- How to copy and paste to another application? Page 10

How to open and save a new Spreadsheet?

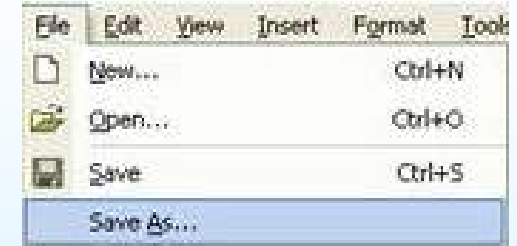
To open a New document:

- Click on the  icon to open Excel and then on this  to open a new spreadsheet

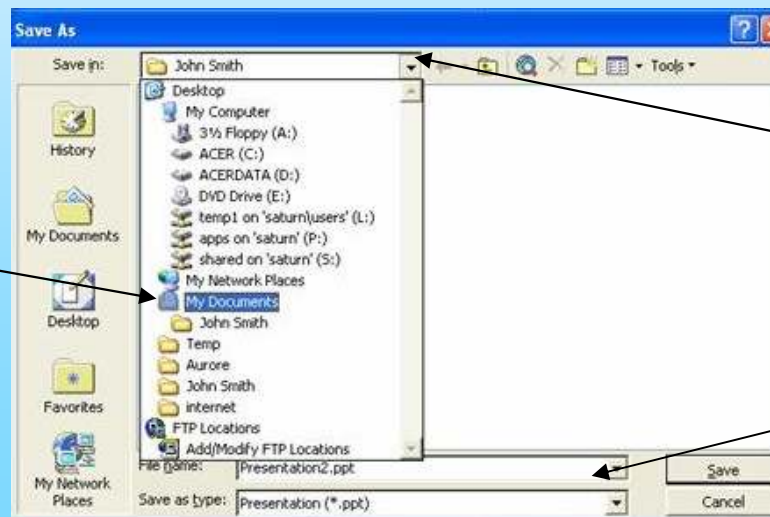
To save a New document:

Go to “File” (at the top of your screen) and select “Save As”. A new window will pop up:

- Click on the arrow for a drop down to appear
- Select “My documents”
- A list of folders and document will appear, scroll through it and you will find the folder you created for yourself
- Double click on your folder
- Enter a name for your document in the “File Name” box and click on “Save”.



My Documents

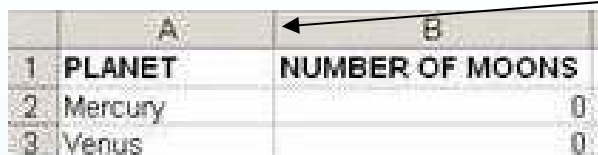


Drop down arrow

Enter a name for your file

How to change a column width?

- To automatically resize the width of a column/row to the size of the longest word, double click on the line in the letter/number row.



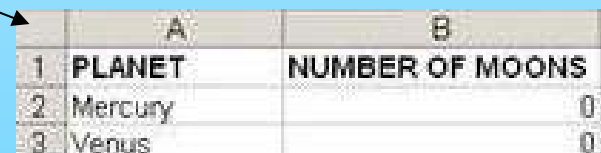
	A	B
1	PLANET	NUMBER OF MOONS
2	Mercury	0
3	Venus	0

Double clicking on this line will resize column A

- Alternatively, you can click on the line and drag it to the left or right as appropriate.

How to highlight/select data?

- To highlight an entire row or column, click on the relevant number (for rows) or letter (for columns).
- To highlight certain cells next to each other, left click on one of them and move your mouse in the direction you want to highlight your cells, then release.
- To highlight cells that are NOT next to each other, with one hand press on the button called **Ctrl** on your keyboard and with your other hand click on the cells you want to highlight.
- To highlight the ENTIRE database click here



	A	B
1	PLANET	NUMBER OF MOONS
2	Mercury	0
3	Venus	0

How to sort data alphabetically?

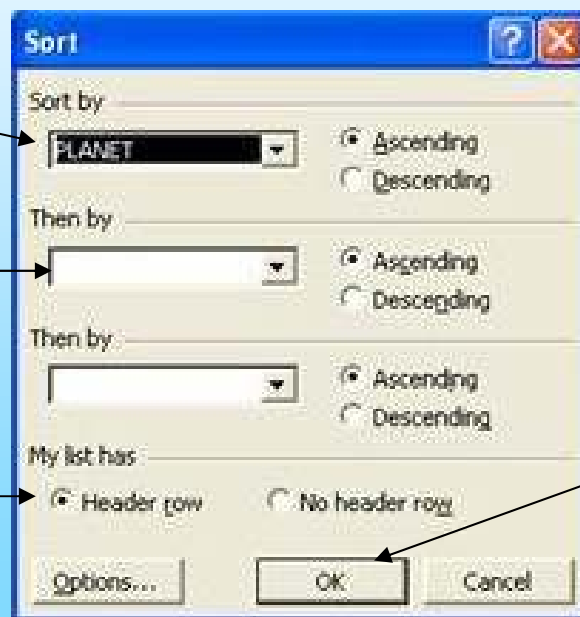
- To sort your data alphabetically, you must highlight your entire database. It is important that you do otherwise your cells will be sorted but data relevant to them will not, e.g. you will get your planets in alphabetical order but the number of moons that relates to them will no longer be correct
- Click on “Data” and select “Sort”. A pop up will appear; in the first drop down, you should select “Planets” (the primary data you want to sort). Ensure that the “Header row” option is selected otherwise it will also sort your titles (you want those to stay at the top!).



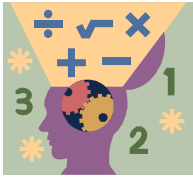
Select the primary data you want to sort here

Should you then want to sort by the second column, you would select it here

If you have titles in your database, ensure that this option is selected



When you have finished selecting your options, click on OK



How to use the sum function?

- Click on the cell where you want your calculations to be.

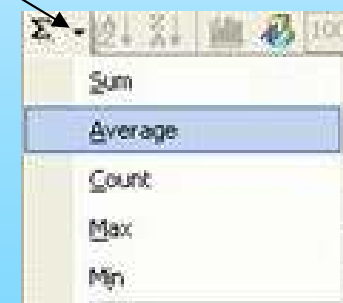
	A	B	C	D
1	Name	Brothers	Sisters	Total
2	Sally	1	0	
3	Aurore	0	1	
4	Melanie	1	2	

- Click on the sum icon Σ and straight after that select all the cells you want to add together
Press "Enter" on your keyboard, the cells you selected will be added up.

	A	B	C	D	E
1	Name	Brothers	Sisters	Total	
2	Sally	1	0	=SUM(B2:C2)	

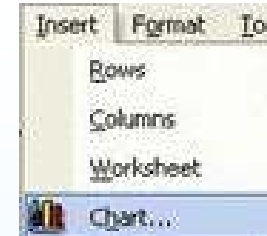
How to use the average function?

- Click on the cell where you want your calculations to be.
- Next to the sum icon, you will see a facing down arrow, if you click on it a drop down will appear. Select "Average" and straight after that select all the cells you want to calculate the average for. Press "Enter" on your keyboard, the cells you selected will be averaged.

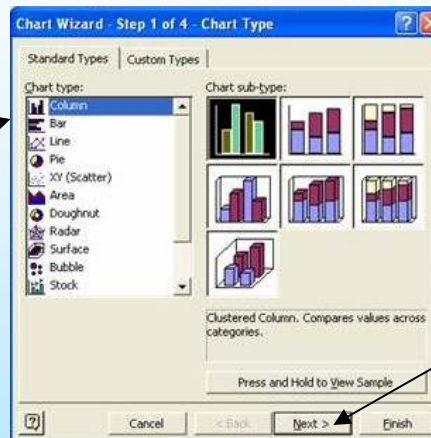


How to insert a bar Graph?

- You must select the cells you want to compare in your pie chart (highlight your titles too if you want them to automatically appear on your chart)
- Click on “Insert” and select “chart”
- A pop up will appear. Select the “Column” option and click on “Next”. Keep clicking on “Next” until your chart appears on your Spreadsheet.



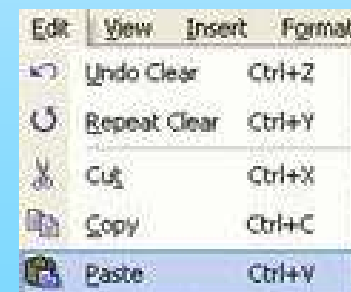
Select the column option



From then on, click on "Next" until your Spreadsheet appears

How to Copy and Paste your graph?

- To copy your graph into another application, click on it and go to “Edit” and select “Copy”
- Open the application you want to copy your graph in to (PowerPoint or Word)
- In that application go to “Edit” and click on “Paste”





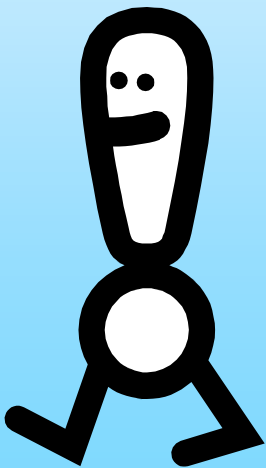
Checklist



- I can type data in a spreadsheet
- I can change the text to a different size and make it bold
- I can adjust the column width in spreadsheets to fit the different text

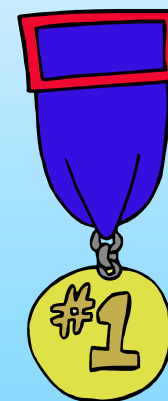
- I can sort the data in a spreadsheet and make it alphabetical
- I can use the “sum” function to add cells in a spreadsheet
- I can use the “average” function

- I can add bar charts and pie charts to a spreadsheet
- I can transfer data from a spreadsheet to another application



End of unit quiz

1. Create a table in a spreadsheet which shows your height, another student's height and your partner's height. If you can't measure, just guess.
2. Create a bar chart which shows your different heights.
3. Use a spreadsheet to work out the totals of these numbers –
 $23,456 + 45,734 + 67,937 + 78,093$.
4. What happens if you double click on the edge of a cell in the grey area at the top of a spreadsheet?
5. What do these tool bar icons do in a spreadsheet?





CONGRATULATIONS

This is to certify that

has completed the SPREADSHEETS
Computer Partners course



Signed

Date



IN CONJUNCTION WITH

