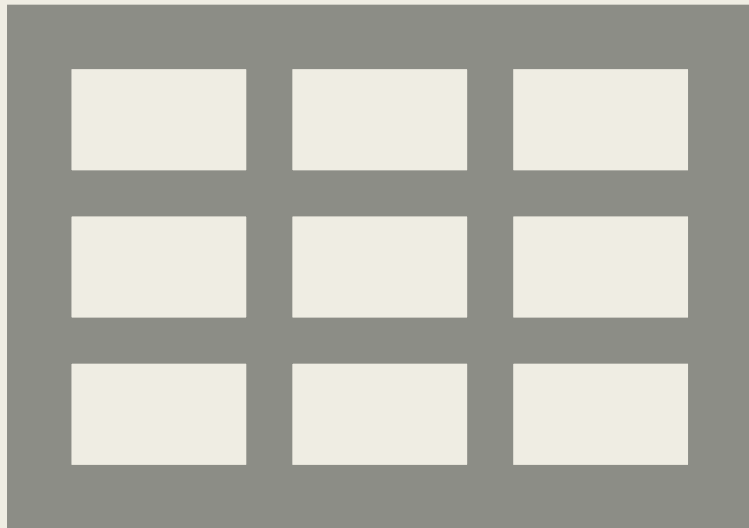




SPREADSHEETS EXERCISE FOR USAP

by Mark Gillan

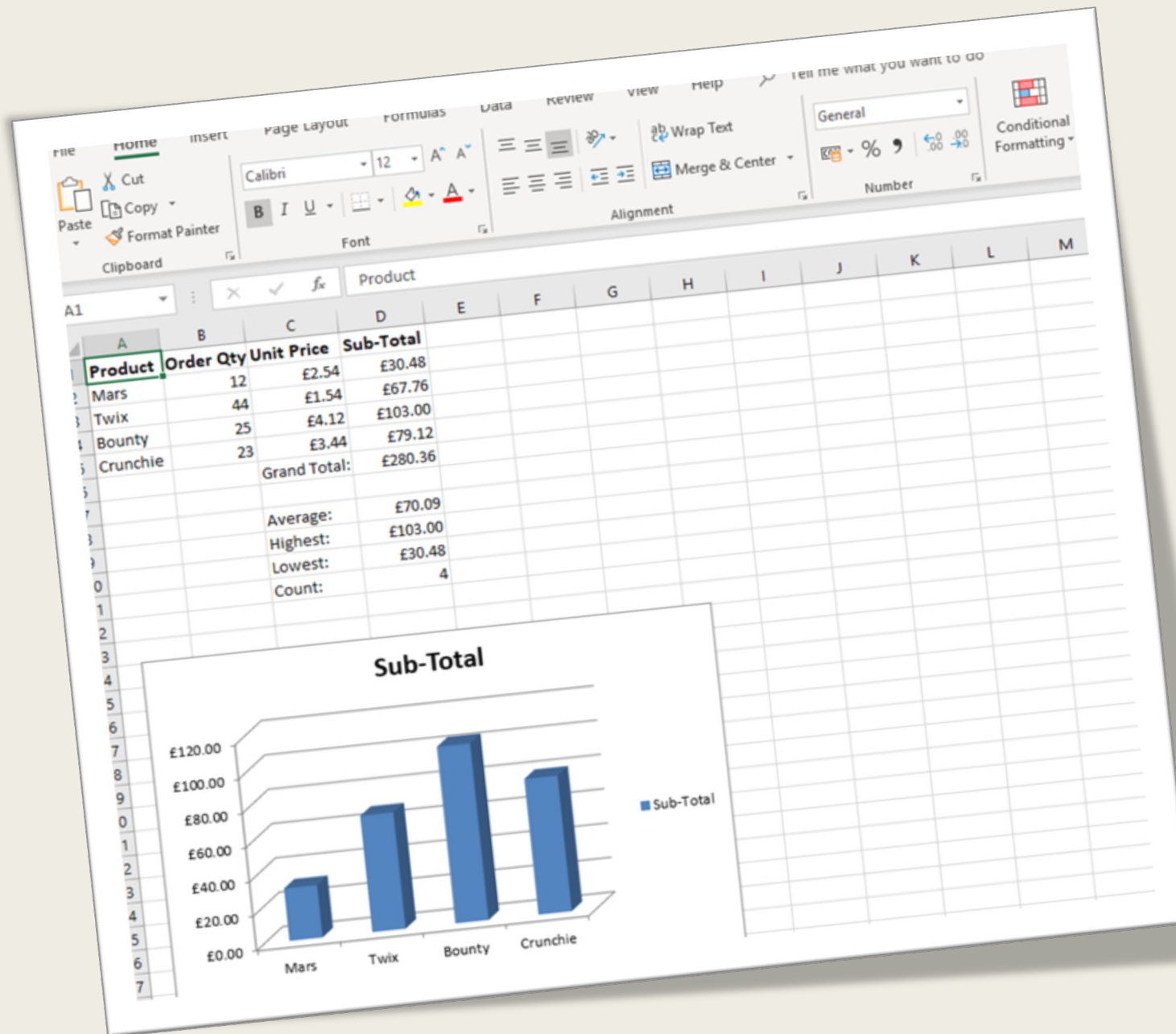


Spreadsheets – task requirements

- List data
- Format cells
- Formulae:
 - *Sum*
 - *Average*
 - *Highest*
 - *Lowest*
- Create a chart
- Edit data
- Edit chart

Example use of spreadsheets in USAP

- Calculate item cost
- Quickly total
- Obtain an average
- Highest and lowest cost
- Count number of items
- Illustrate costs in comparison to each other
- Consider other uses



Spreadsheets into WP

- Investigate at least 5 items required for an office related to your line of study. For example, a travel and tourism office might require a PC, laptop, printer, scanner, digital camera, video camera, television, speakers, microphone, reams of paper, staplers, desks, chairs, posters
- List the products within Microsoft Excel blank new spreadsheet
- List the quantity required (more than 2) for each product
- List the unit price for each product
- Calculate the total cost for each product using relevant formulae
- Calculate the grand total, again using an appropriate formula
- Using an appropriate function, to show the lowest cost, highest, average and a count of all products listed
- Create a chart to illustrate the list of products and their total cost per product against each other
- Save the Excel Spreadsheet file as: products1

Editing Spreadsheet

- Edit the title of the chart and then data by increasing quantities
- Save the edited Excel Spreadsheet file as: products2
- Copy the chart and paste into Word Processing document
- Complete the Word Processing and update all fields to show edited page numbers within the Word document