Intro to spreadsheets

Name: _____

Watch https://www.youtube.com/watch?v=VFp6Yufsg-Q and https://www.youtube.com/watch?v=xc14gFFyiTw

1. Type numbers 5, 9, 1, 11, 3, 14, 2, 26 in cells A1 though A8
2. Organize cells using sorting function for cells A1 though A8 from least to greatest
3. In A9 use spreadsheets formulas to add up cells A1 though A8 (Hint: start formula with =)
4. Using formulas, take the average of cells A1 though A8 and put the answer in A10
5. Type in 111, 342, 598 in cells C1 though E1
6. Change the color and font of the number 111. Highlight the cell that 111 is in.
*****   Use spreadsheet formulas with cell references for all remaining calculations!   *****
7. Add cells C1 though E1 and put the total in F1
8. Change the total in F1 to represent a $ amount.
9. Type in 431, 39, 46, 74 in cells C3 through C6
10. Take cell C3 and subtract cell C6 and put the answer in C7
11. Use the answer from C7 and multiply by cell C1 and put the answer in C8
12. Find 15% of the cell C8 and put it in cell C9
13. Divide cell D1 by C4 and put your answer in D4
14. In cell D2 write "Spreadsheets rock my world!" and then merge cells D2 and E2
15. In cell D12 Write "I love this class so much!" and then click the wrap text button
16. Take cell C5 and raise it to the 5th power and put the answer in cell D5
17. Find 10% of cell C1 and add the answer to D4 and put your answer in D6
18. Create another sheet, title the sheet PCM and write you name in cell A1
19. Familiarize yourself with the tool bar and write one thing below that you discovered through these tool bars. You will need to know how to use all these features in this class so take time to play around and try different things.

HW: you can use a spreadsheet to help you, but you must write your answers below.

	A	B	C	D
1	10	13	23	
2	5	101	84	
3				

1. Write a formula for D1 using cell references that would calculate the sum of A1-C1

2. Write a formula for A3 that would average cells A1-A2

3. Write a formula for B3 that would take C2 and subtract A1

4. Write a formula for D3 that would find 13% of C2

5. Write a formula for D2 that would find 23% of B2 and add it to B1

6. Write a formula for C3 that would multiply A2-C2