

Subject: INFORMATION TECHNOLOGY

## Spreadsheet Exercises

Exercise 1

Exercise 2

Exercise 3

Name:

## CREATING A WORKSHEET AND WORKBOOK



### Exercise 1

- a) Open the spreadsheet application you are using.
- b) Enter the following data into a spreadsheet.

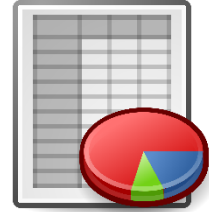
Sales Rep	Employer Number	Product 1	Product 2
Maguire, Anthony	74	312	103
Martin, Philip	26	231	83
Jacobs, Peter	51	467	97

- c) Save the spreadsheet as **Reps**.
- d) Make sure that all text is visible – widen columns as necessary.
- e) Embolden and centre the column labels.
- f) Copy the row with **Peter Jacobs** and paste it below the row you copied.
- g) Swap the rows with **Philip Martin** and **Anthony Maguire** so that Philip Martin appears first. Use cut and paste.
- h) Use AutoSum to add up the totals for Products 1 and 2.
- i) Shade the cells with these totals in blue.
- j) Name the worksheet **Sales**. Add another worksheet and call it **Profits**.
- k) Spell check and proofread the spreadsheet.
- l) Ensure the page layout is landscape.
- m) Turn on gridlines for printing.
- n) Save changes.
- o) Do a print preview to check that the spreadsheet will fit on one page.
- p) Print the worksheet **Reps**.
- q) Close the application and shut down the computer.

Tick when completed.



## Exercise 2



- a) Open the spreadsheet application you are using.  
b) Enter the following data into a spreadsheet.

Number	Businesses	Monthly Earnings	No. of Sales
1	Books Galore	20632	900
2	Carpet Man	20831	71
3	Market Fresh	10328	1004
4	Brady's Carwash	16293	876
5	The Hobby House	13723	554
6	Big Bites	14589	1450
7	The Beauty Bar	19821	512
8	Streaks Ahead	12843	256
	Totals		

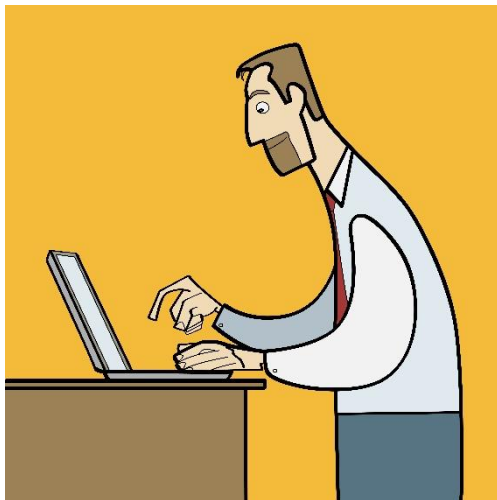
- c) Save the spreadsheet as **Business**.  
d) Adjust columns so that all data is visible.  
e) Insert a row at the top and write a heading **Business**.  
f) Merge and centre the heading.  
g) Change the heading font to size 20 and shade in yellow.  
h) Embolden and centre all column labels.  
i) Format the cells in the **Monthly Earnings** column to currency - euro and 2 decimal places.  
j) Use a formula to add the total amount for **Monthly Earnings**. Ensure the total is in euro.  
k) Use a formula to add the total amount for **No. of Sales**.  
l) Name the worksheet **Earnings**.  
m) Copy the Business column (from Businesses to Streaks Ahead) and paste it into a new worksheet.  
n) Name the worksheet **Companies**.  
o) Spell check and proofread the spreadsheet.  
p) Turn on gridlines for printing.  
q) Change the page orientation to landscape.  
r) Save changes to the workbook.  
s) Print the workbook. (both worksheets)  
t) Exit from the application and shut down the computer.  
Tick when completed.



### Exercise 3

- a) Open the spreadsheet application you are using.
- b) Enter the following data into a spreadsheet:

Sales Totals			
Month	Total sold	No. of salespersons	Average sales
January	350	5	
February	600	6	
March	750	5	



- c) Save the worksheet as **Average**.
- d) Adjust columns so that all data is visible.
- e) Merge and centre the heading **Sales Totals**.
- f) Shade the overall heading in orange.
- g) Embolden the column labels.
- h) Under the column heading **Average sales**, work out the average sales for each

month by dividing the **Total sold** by the **No. of salespersons**.

- i) Copy the formula down for February and March.
- j) Format the cells in the **Total sold** and **Average sales** to currency – euro, 2 decimal places.
- k) Change the **No. of salespersons** for February from **6** to **4**.
- l) Proofread and check the document.
- m) Turn on gridlines for printing.
- n) Change orientation to landscape.
- o) Print only the cells with data.
- p) Exit from the application and shut down the computer.

Tick when completed.