


TU STUDIES

Using Computers


Spreadsheet Module

Task 1



Spreadsheets

- 1 Switch the computer on and load the Excel spreadsheet package Start → Programs → Microsoft Excel.
- 2 Enter your name in cell A1.
- 3 Widen the first column: Click and drag to the right when the  sign appears.
- 4 Enter the information shown below:

UNION	JANUARY	FEBRUARY	MARCH	APRIL	MAY
AMICUS	32	62	70	100	100
UNISON	45	65	46	150	129
CWU	21	25	37	97	99
MSF	21	25	37	97	99
UCATT	12	25	9	65	81
PCS	9	25	35	14	50

- 5 Save the file to your floppy disk: File → Save As → File name, type **Excel 1**
- 6 Insert a new heading **Total** after **May**.
- 7 Calculate the total in each row to show the number of recruitments for January – May, using  Autosum. Click at the point you wish to start adding from. Drag the mouse into the cell, which will hold your total. Release the mouse button. Click the Autosum icon.
- 8 Insert a new heading under 'PCS' – Monthly Total

East Riding College – Trade Union Studies

- 9 Calculate the total in each column to show the total recruitment for each month.
Use Autosum 
- 10 Calculate the average for each union. Insert a new heading **Monthly Average** after the 'Total' column.
Insert the cursor in the cell, which is to display the answer.
Type in: = (then the column letter, then row number in which the 'total' is located)/(number of months). Click on the tick.
- 11 To change decimal numbers into whole number (integers): Highlight the number → click the 'decrease decimal' icon. 
- 12 Save the file to your floppy disk: File → Save As → File name, type Excel 2
- 13 Before printing, click on the 'Preview' icon to make sure all your information is show on 1 page. If not, change the layout to landscape: File → Page Set Up → Select 'Landscape'. Click 'OK'. Print a copy of your document. Save your document.
- 14 Close your file: File → Close.