

TU STUDIES

Using Computers

Spreadsheet Module

Task 8

Using Form Elements

Excel spreadsheets are often used to calculate values based on a set of conditions. For example, to calculate a person's union subscription, you would need to know which union they were in, if they paid full rate, retired etc and if they paid the political fund. Knowing the answers to these questions, you could then look up the relevant rate.

Excel allows groups of options to be grouped into lists from which one can be selected. These are called 'drop down lists'.

Task 8

Your branch is to hold a social event to celebrate a number of members receiving 30 year membership awards. You have a budget of £2000 to arrange the event. There are various options available for the event, but you must provide food and entertainment. The options are: -

<u>Venue</u>		<u>Catering</u>		<u>Entertainment</u>	
Local Pub	£50	Cold Buffet	£3.50 per head	Comedian	£40
Sports Centre	£80	Hot Buffet	£7 per head	Singer	£75
Town Hall	£150	3 Course Meal	£12 per head	Group	£200
Hotel Suite	£200	5 Course Meal	£18 per head		

You could also provide a free bar at an estimated cost of £15 per person. Produce a spreadsheet to calculate: -

- The maximum number of guests taking the cheapest options
- The number of guest if the most expensive options are chosen
- An option for 250 guests.

Methodology: -

Open a new workbook and rename sheet 1 'List Headings'. Layout the spreadsheet as below: -

	A	B	C
1	Local Pub	Cold Buffet	Comedian
2	Sports Centre	Hot Buffet	Singer
3	Town Hall	3 Course Meal	Group
4	Hotel Suite	5 Course Meal	
5			
6			

Click on sheet 2 and rename this 'Calculations' and lay out like this: Enter the numbers shown in the grey cells as dummy information. These will form the cell links to be controlled by the combo boxes on the main sheet.

	A	B	C	D
1	Venue	3	Food	2
2		=IF(\$B\$1=1,50,0)		=IF(\$D\$1=1,3,5,0)
3		=IF(\$B\$1=2,80,0)		=IF(\$D\$1=2,7,0)
4		=IF(\$B\$1=3,150,0)		=IF(\$D\$1=3,12,0)
5		=IF(\$B\$1=4,200,0)		=IF(\$D\$1=4,18,0)
6		=SUM(B2:B5)		=SUM(D2:D5)
7				
8	Entertainment	3	Free Bar	TRUE
9		=IF(\$B\$8=1,40,0)		=IF(D8=TRUE,15,0)
10		=IF(\$B\$8=2,75,0)		
11		=IF(\$B\$8=3,200,0)		
12		=SUM(B9:B11)		
13				

Click sheet 3 and rename this 'Main Sheet' and lay it out as shown below. Look on the next page on how to create the boxes below.

	A	B	C	D	E	F
1						
2	Town Hall		Hot Buffet		Group	
3	<input checked="" type="checkbox"/> Free Bar?					
4			Total Fixed Costs			=SUM(Calculations!B6+Calculations!B12)
5			Cost Per Head			=SUM(Calculations!D6+Calculations!D9)
6			Total Budget			2000
7			Number of Guests			=INT((F6-F4)/F5)
8						
9						

Creating a 'drop down list'.

- 1 First of all, you will need the 'Form' toolbar. To get this, go to View → Toolbars → Forms.
- 2 Click 'Combo Box'. Draw a box of your required size for Venue, Catering and Entertainment.
- 3 a Right click on the first box and look for 'Format Control'. Select the 'Control' tab.
- 3b Click the icon displayed on the far right hand side of the 'input range'. Go to 'List Headings' sheet and select all the options in the venue column. This will then appear in the 'Format Control Box'. Then click the icon to the right of this box.
- 3c Click the icon displayed on the far right hand side of the 'cell link'. Go to the 'Calculations' sheet. Select B1 (total cost of venue). This will appear in the box. Then click the icon to the right of this box. Finally, click OK.
- 4 Test your drop down list by clicking on the downward arrow.
- 5 Repeat for Catering and Entertainment.

Deciding whether or not to have a 'Free Bar'?

1. You will need the 'Form' toolbar again to create this box. If this is not shown, go to View → Toolbars → Forms.
2. Click 'Check Box'. Draw a box of your required size.
3. Right click and select 'Format Control'. Select the Control tab. Click the icon on the right of 'Cell Link' and then go to 'Calculations' Sheet. Click on 'D8'. This will appear in the box. Then click the icon on the far right hand side and then click OK.
4. Right click on the box and select 'Edit text'. Overtyping this and enter 'Free Bar?' Then click somewhere else on the screen to confirm this.