


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 **AutoΣ**. 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
- 9 Calculate the total in each column to show the total recruitment for each month. Use Autosum **Σ**.

- 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: =average(B3:F3). Click on the tick.

More information about Excel functions are displayed in the Useful Information Section at the back end of this pack.

- 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.

Tips:

Gridlines

If you require gridlines on your printout, you can turn the Print gridlines on by going to File - Page Set up. Select the Sheet tab and then put a tick against Gridlines.

Editing Data

There are 3 ways of editing data. These are:

- 1 Click the cell to be amended and then press Delete on the keyboard or go to Edit - Clear - All.
- 2 Click the cell to be amended and then retype your text or number.
- 3 Click the cell to be amended and then click into the formula bar. The formula bar is the long white box above your spreadsheet. Click into the box and then make the alterations by moving the cursor key with your mouse or the arrow keys.