

Using Computers

Spreadsheet Module

Task 2

You are going to create a spreadsheet which analyses the profit to be made on a range of brands of chocolate manufactured by a confectionery company.

- 1 Switch on your computer and load the spreadsheet application.
- 2 Enter your name and today's date.

Inserting a date - To enter a date in a cell, type a forward slash (/) or a dash (-) to separate the parts of a date. I.e. 24/7/06.

Change date display format - If you want to change the way Excel displays an entered date, follow these steps. Click the cell containing the date. Choose Format - Cells - Number - from the Category List select Date. Select a display format in the Type List - OK.

- 3 Enter the title UNIT MARGINS
Under the title enter the following column headings in the individual cells:

BRAND, MATERIALS, LABOUR, COST, PRICE, SOLD, OVERHEADS

The first heading BRAND should be left justified. The other headings should be right justified.

- 4 Under the BRAND column heading enter the following row labels. They should be left justified.

HEROS
CREME EGG
FLAKES
CRUNCHIE
DOUBLE DECKER
PICNIC
FRY'S TURKISH
BOOST
TOTAL

5 Enter the Following data:

BRAND	MATERIAL	LABOUR	COST	PRICE	SOLD	OVERHEADS
HEROS	0.09	0.07		0.31	8234	500
CREME EGG	0.08	0.07		0.35	7516	500
FLAKE	0.08	0.08		0.37	7812	700
CRUNCHIE	0.07	0.06		0.38	4324	700
DOUBLE DECKER	0.08	0.08		0.42	3856	700
PICNIC	0.10	0.07		0.39	7346	650
FRY'S TURKISH	0.10	0.08		0.42	7456	550
BOOST	0.11	0.09		0.38	7465	650

6 Save and print the file.

7 Delete the row which contains the data for CRUNCHIE. To delete this row click on the row number you wish to delete. The whole row will automatically be highlighted. Click on Edit then on Delete.

8 Change the cost for MATERIALS for FLAKE to .07 and change PICNIC to ROSES. Increase the width of the BRAND column to display DOUBLE DECKER in full.

9 Use the formula to calculate the COST for HEROS (MATERIALS + LABOUR). Click into the Cost Cell and type in =sum(then the cell reference for materials+the cell reference for labour). Notice that this formula also appears in the formula bar at the top of the screen. Now press the green tick to the left of the formula bar and you answer will then appear in the Cost cell. Replicate this formula to obtain the cost for the other BRANDS.

10 Use a formula to calculate the overall total for overheads. This can be done by using the Autosum as shown in the previous task.

11 Provide a printout showing that formulae have been used. To do this hold down the Ctrl key and press the key above the tab key. Look what happens!

12 Add a new column heading after OVERHEADS called PROFIT. The heading should be right justified.

- 13 Calculate the PROFIT made during the week on HEROS bars. Here is the formula:
SOLD multiplied by (PRICE minus COST) minus OVERHEADS
Replicate this formula for all other products and calculate the total profit made by the company.
- 14 Display the PROFIT, SOLD and OVERHEADS columns in integers (whole numbers) and all other numeric data to two decimal places.
To change the number of decimal places, first highlight the cells to be adjusted. Click on Format and then Cells. Select the Number tab. Underneath Category, highlight Number. Against Decimal places, change the number to the required format i.e. 2 for 2 decimal places, 0 for integer.
- Integer simply means rounded off to show no decimal places. For example, 7.72 would become 8 while 7.404 would be displayed at 7.
- 15 Save your work to disk and print a copy off for your file.

Notes:

Deleting a column

Move your mouse into the grey bar at the top of the column and a black downward arrow should appear. Click and the column will be highlighted. Click onto the Edit and select delete.

Inserting a column

Insert and then Column will insert a new column to the left of where your cursor is placed.

Insert a row

New rows will be inserted above the currently selected cell. Click onto Insert and then Row.

Excel error messages

If a formula or function cannot properly calculate a result, Excel displays an error message in the calculated cell indicating the type of error that has taken place. Some of these errors are:

- #VALUE - excel is trying to do a calculation on a non-numeric value
- #DIV./0 - excel is trying to divide something by zero or by an empty cell
- ##### - cell contents is too wide for the cell to display the result
- #NUM - This is returned if invalid numeric values are used in a function