Tech Tip: Using a Spreadsheet

The following instructions are for use with Microsoft Excel. Other spreadsheet programs will use similar commands.

1. Open the program so that a blank sheet appears.

2. In this Tech Tip, you will use the data in #6 on pages 62–63.

    a) Type "Week of" in cell A1. Press **Tab** to move 1 cell to the right (to B1). Type "Oct 1–7," press **Tab**, and continue entering the rest of the data in that row.

    b) Press **Enter** and you should move directly to cell A2. Otherwise, move the cursor to A2. You can leave out the "Item, Amount, Total" row. Enter the rest of the data. Enter 0 where you see blanks to indicate no spending.

> Save your work.

3. Your spreadsheet should now look like this.

	A	B	C	D	E
1	Week of	Oct 1-7	Oct 8-14	Oct 15-21	Oct 22-28
2	Lunches	$25.00	$20.00	$19.00	$23.00
3	Clothes	$0.00	$32.75	$0.00	$45.60
4	Mom	$20.00	$20.00	$20.00	$20.00
5	Going out	$18.00	$12.00	$35.00	$32.00
6	Phone	$0.00	$0.00	$44.30	$0.00
7	Misc.	$17.54	$16.00	$20.00	$13.50
8	Savings	$39.46	$19.25	−$18.30	−$3.50
9					
10					

   a) Bring the cursor above the letter B. The plus-sign cursor should change to a downward pointing arrow. Click and drag to highlight columns B through F.

b) Right click, select **Format Cells**, and click on **Currency**. Make sure that Decimal places is 2 and the Symbol is $. Click **OK**. Your spreadsheet will now display the data as money values.

Save

4. a) Click on cell **B9**. Click on the **Σ** symbol in the top toolbar. The cells B1 to B8 should be highlighted. Press **Enter**. $120.00 should appear in B9.
Alternatively, click and drag to highlight the cells you wish to add, and then click **Σ**.

Some spreadsheet programs will show a small triangle in the top corner of the cell. This shows you that the cell has been programmed for a specific function.

b) Program the spreadsheet to total the data on the rows *and* columns so that there are appropriate values in cells C9 to E9 and cells F2 to F8.

c) Program F9 to total the cells above it or to its left. $480.00 should appear.

Save

Chapter

2

5. To create a circle graph, click and drag to highlight cells A2 to A8. Hold the **Ctrl** key while you highlight cells F2 to F8.

6. a) Click **Insert** and select **Pie** or **Chart**. Select the first option under 2-D Pie.

b) Click anywhere on the graph to highlight. Click **Layout**, **Data Labels**, **More Data Label Options**. Select the options of your choice. Try different displays or combinations. Print your finished graph.

7. Click on **Sheet 2** and create a circle graph with the following data.

a) In A1 type "Month." In A2 to A13 type the months of the year in order.

b) In B1 type "Gasoline." In B2 to B13 enter $75, $66, $112, $90, $123, $109, $265, $134, $122, $180, $105, $127.

c) Try other displays, for example, a bar graph or a line graph. Look at the displays of other students. Which

display do you like best for this type of data? _____