

Spreadsheet Editing Skills

Stage 1

Skills Covered	<ul style="list-style-type: none">• Entering data• Basic formatting• Data Types
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Task 1 – Choose a Topic

1. Decide what your spreadsheet is going to be about from the following options:
 - a. A food outlet (*e.g. restaurant, fast food*)
 - b. An activity centre (*e.g. skiing, rock climbing*)
 - c. A museum (*e.g. history,*
2. Create a **new blank Microsoft Excel spreadsheet** to use for this **Stage 1** worksheet

Task 2 – Entering Data/Using Cell References

1. Click on cell B2 and type in **Item**
2. Now click on cell C2 and type in **Cost per Item**
3. Now click on cell D2 and type in **Amount Sold**
4. Fill in the details for 5 different items in your business
You can either research these or make them up!
5. Click on the line between cell C and cell D
The grey bar along the top that has all the letters
6. Drag it out to the right until your text fits inside without being cut off

7. Repeat this step to ensure none of your text is cut off

Your spreadsheet should look like this example but with different data!

	A	B	C	D
1				
2		Item	Cost per Item	Amount Sold
3		Starburst	80p	5
4		Kitkat	90p	12
5		Mars Bar	90p	13
6		Skittles	60p	4
7		Minstrels	70p	11

Task 3 – Formatting the Table

1. Make the text in cells B2 to D2 **bold**
This can be found under Home - Font
2. Make the text in cells B3 to B7 **bold**
This can be found under Home - Font
3. Change the background colour of cells B2 to D2
This can be found under Home - Font
4. Change the background colour of cells B3 to D7 to the same colour as you did in Step 3
This can be found under Home – Font
5. Highlight all the data you have typed in so far and set it to All Borders
This can be found under Home – Font
6. Highlight all the data you have typed in so far again and set it to Thick Outside Borders
This can be found under Home – Font
7. Highlight all the data **except** for the ones that are bold
Change the text justification to Centre and Middle Align
This can be found under Home - Alignment

Your spreadsheet should look like this example but with different data!

	A	B	C	D
1				
2		Item	Cost per Item	Amount Sold
3		Starburst	80p	5
4		Kitkat	90p	12
5		Mars Bar	90p	13
6		Skittles	60p	4
7		Minstrels	70p	11

Task 4 – Inserting New Sections

- Right-click on row 1 and click Insert
The grey box on the far left that has all the numbers
- Highlight cells B1 to D1 and click Merge and Centre
This can be found under Home - Alignment
- In this new, long cell type in **Item Cost Table**
- Use the steps from Task 3 to change this cell:
 - To have bold text
 - A background colour
 - A thick border
- Use step 1 to insert another new row at the top
- Add a 6th item to the bottom of your table
- Highlight all your data and set it to No Borders
- Use the steps from Task 3 to add the borders back in so that it includes your new item

Your spreadsheet should look like this example but with different data!

	A	B	C	D
1				
2		Item Cost Table		
3				
4		Item	Cost per Item	Amount Sold
5		Starburst	80p	5
6		Kitkat	90p	12
7		Mars Bar	90p	13
8		Skittles	60p	4
9		Minstrels	70p	11
10		Tic Tacs	50p	14

Task 5 – Formatting the Data

1. Click on cell B4 and look at what its current data type is set to
This can be found under Home - Number
2. All the cells that contain text can stay as they are
3. Highlight all the cells that contain a number (*cells D5 to D10*)
4. Change their data type to number
5. This will automatically add in some decimal places but you can get rid of them
6. Click the Decrease Decimal button until they are gone
This can be found under Home – Number
7. Change all your costs so that they are a number instead of a word
e.g. instead of 80p it should say 0.80
8. Highlight all the cells that contain a cost (*cells C5 to C10*)
9. Change their data type to currency

Your spreadsheet should look like this example but with different data!

	A	B	C	D
1				
2		Item Cost Table		
3				
4		Item	Cost per Item	Amount Sold
5		Starburst	£0.80	5
6		Kitkat	£0.90	12
7		Mars Bar	£0.90	13
8		Skittles	£0.60	4
9		Minstrels	£0.70	11
10		Tic Tacs	£0.50	14

Additional Challenge

Create a new Word document with the title **Additional Challenge – Stage 1**

Answer the questions below to show/test your understanding of the skills covered in this sheet:

1. Write down the data you have stored in:
 - a. Cell B6
 - b. Cell C9
 - c. Cell D2
 - d. Cell D8

2. Explain the benefit of **merging** cells B2 to D2 together

3. Explain the benefit of changing cells B4 to D4 and cells B4 to B10 **bold**

4. Explain the benefit of changing the **background colour** of cells B4 to D4 and cells B4 to B10

5. Explain the benefit of changing the data type of cells C5 to C10 to **currency**