

SPREADSHEETS

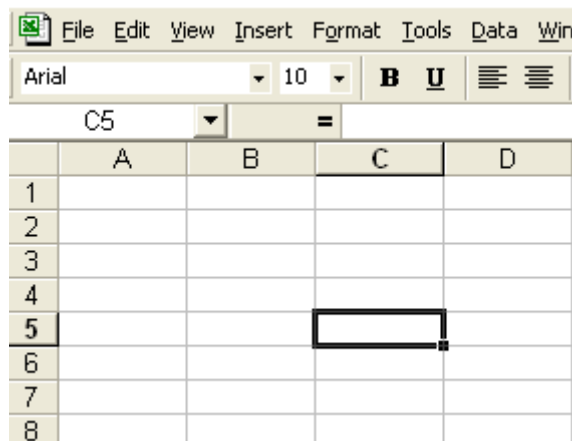
1. Complete the paragraph below by using each word in the table once only.

REFERENCE	RECALCULATED	FORMULAS	DIVIDE	COLUMNS
CALCULATIONS	GRID	PROGRAM	SPREADSHEET	ROW

A spreadsheet is a _____ which makes it easy for you to work with numbers. It consists of a page made up from _____ and rows which are arranged into a _____. You can identify every single cell on a spreadsheet by its unique cell _____, made up from the _____ number and column letter, for example A6, E14, N45. Numbers, text or _____ can be entered into each cell. Formulas allow you to perform _____ on the numbers in your spreadsheet. You can add, subtract, multiply and _____ numbers by using formulas. Using formulas is a very good idea, because it means that once your spreadsheet is set up, any changes you make to one area are automatically _____ throughout the _____.

2. Label the different parts of this spreadsheet


CELL	ACTIVE CELL
TOOLBAR	MENU
ROW	COLUMN



How many rows are shown on this spreadsheet?

How many columns are shown on this spreadsheet?

What is the cell reference of the active cell?

	A	B	C	D	E
1	Spell List				
2					
3					
4	Spell Name	Ingredients	Quantity	Individual cost (£)	Total cost
5	Turn invisible	Batwings	3	£0.20	£0.60
6		Caterpillar hair	4	£0.15	£0.60
7		Moth's spots	8	£0.35	£2.80
8		Spider's legs	2	£0.30	£0.60
9					

1. Give a cell reference which contains a label

.....

2. Which column letter contains the individual cost of ingredients?

.....

3. Which row letter contains the spell name?

.....

4. Which cell reference contains the title 'ingredients' ?

.....

5. Which cell reference contains the quantity of Moth's spots needed?

.....

6. Give a cell reference which contains a value

.....

7. Give a cell reference which contains a formula

.....

8. Write the formula used to work out the total cost of caterpillar hair required.

.....

9. The individual cost of Batwings has gone up from £0.20 to £0.25. Which two cells will change as a result of this price increase?

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