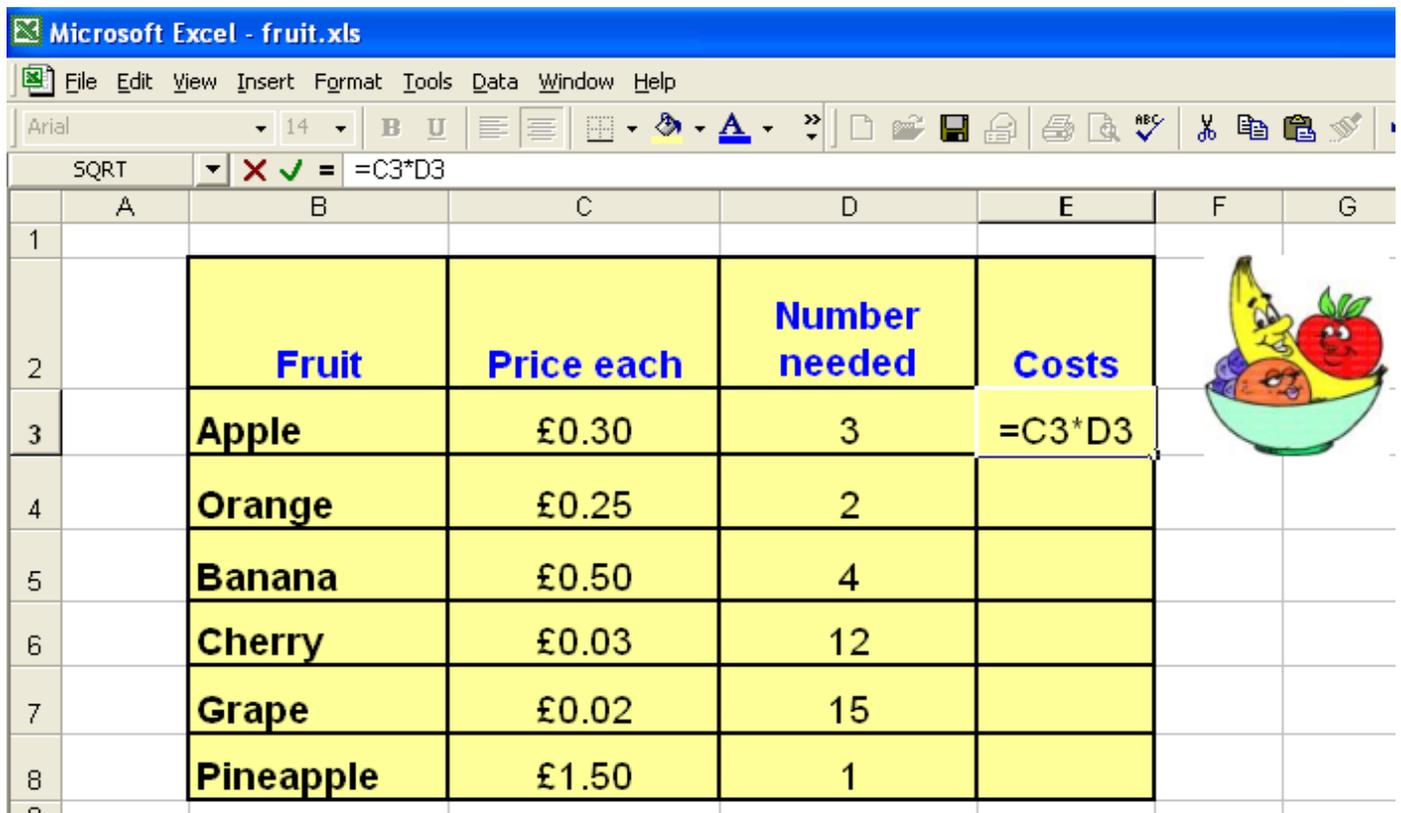# Spreadsheets

What is a spreadsheet? How can spreadsheets be used? Write your ideas in the space below.

| TYPE OF BUSINESS | HOW SPREAD SHEETS COULD BE USED |
|---|---|
| Shops  | |
| Teacher  | |
|  Café | |

Have a look at the example spreadsheet below; can you identify the key parts of the spreadsheet? Label the spreadsheet with the correct keywords.

| Worksheet | Value | Text Label | Active Cell |
|-----------|-------|------------|-------------|
| Row | Column | Formula | Cell Reference G5 |

**Microsoft Excel - fruit.xls**

File  Edit  View  Insert  Format  Tools  Data  Window  Help

Arial            14      B  U

SQRT        X ✓ =  =C3*D3

| | A | B | C | D | E | F | G |
|---|---|---|---|---|---|---|---|
| 1 | | | | | | | |
| 2 | | **Fruit** | **Price each** | **Number needed** | **Costs** | | |
| 3 | | Apple | £0.30 | 3 | =C3*D3 | | |
| 4 | | Orange | £0.25 | 2 | | | |
| 5 | | Banana | £0.50 | 4 | | | |
| 6 | | Cherry | £0.03 | 12 | | | |
| 7 | | Grape | £0.02 | 15 | | | |
| 8 | | Pineapple | £1.50 | 1 | | | |

2. What symbol must a formula always start with?

3. What symbol would you use to add two numbers together?

4. What symbol would you use to subtract a number?

5. What symbol would you use to multiply two numbers?

6. What symbol would you use to divide a number?

7. Write the formula to work out the cost of the bananas

8. Write the formula to work out the cost of the pineapple

| Case Study | How could spreadsheets help? |
|---|---|
| David had £10 pounds pocket money a week, he wants to save for an X-Box but he would also like to set money aside every week to buy sweets and to pay for his football coaching. How could a spreadsheet help David? | |
| Sarah owns a garage and needs to find out if she is making money or losing money. How could a spreadsheet help her? | |
| Mike needs to work out staff wages for his employees, can you identify how Mike could use a spreadsheet for this? | |