

Load Excel. A blank spreadsheet will be displayed on your screen.

1. Creating a spreadsheet

Task

Create a new spreadsheet containing details on the gross profit and loss for a number of departments in a large store.

Department	Gross Profit	Costs
Hardware	60	200
Toys	80	400
Stationery	30	200

Basic steps

- Create a spreadsheet containing the above details
- The resulting spreadsheet should look like the one shown below:

	A	B	C	D	E
1	Department		Gross Profit		Costs
2					
3	Hardware		60		200
4	Toys		80		400
5	Stationery		30		200
6					

- Save the spreadsheet as **STORE** using the **File** and **Save** options or the **Save** icon.

2. Inserting and deleting lines

Task

Insert two extra departments between 'Hardware' and 'Toys' and then delete the row containing the Toy Department's details.

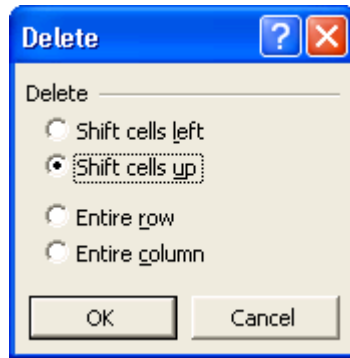
Department	Gross Profit	Costs
Fashion	80	320
Catering	20	500

Basic steps

- The STORE spreadsheet created in the previous task should be displayed on your screen
- You need to insert two blank lines above the Toys Department now. To insert two new rows 4 and 5 (the existing rows containing Toys and Stationery will be moved down), proceed as follows:

- Highlight cells in the appropriate rows. For instance, highlight cells A4 and A5 by clicking and dragging on these cells. The two cells should be highlighted with a border.
- Select **Insert** from the menu
- Choose **Rows**. Two blank rows have been inserted. Type in the details for the two new departments given at the beginning of this example.
- Delete the Toys Department row.
- Move the highlight to any cell on row 6 (the row containing Toys)
- Select **Edit** from the menu.
- Choose **Delete**

The Delete Dialog box appears



- Choose Entire row
- Press OK.

The spreadsheet should look like the one below:

	A	B	C	D	E	
1	Department		Gross Profit		Costs	
2						
3	Hardware		60		200	
4	Fashion		80		320	
5	Catering		20		500	
6	Stationery		30		200	
7						

- Re-save this spreadsheet as STORE2 using the **File** and **SAVE AS** options.

Notes:

In the same way, using **Insert** and **Columns** or **Edit** and **Delete** and selecting **Entire Column** you can insert or delete columns in the spreadsheet. The contents of individual cells can be deleted simply by pressing the **<Delete>** key with the required cell highlighted.

3. Using simple functions

Task

Use functions to calculate the total and average gross profit in the STORE2 table.

Note: A function is a quick way of inserting formula involving several cells. It is used to perform calculations across a range of cells. For example, if you wish to add the contents of a number of cells together you could enter a formula such as +C3+C4+C5+C6. A quicker method would be to enter the function =SUM(C3:C6).

Basic steps

- The STORE2 spreadsheet should be displayed showing the departments, gross profits and costs.
Move the highlight to cell C8, Type **=SUM(C3:C6)**. This means sum all values between C3 and C6.
Press **<Enter>**. The result is displayed in the cell.
- This process can also be achieved using the icons.
Move the highlight to cell E8
Press **<Delete>** to erase the contents of this cell.
Click on the Σ icon. The appropriate formula will be entered in the cell.
Press **<Enter>** to display the actual total.
- To use the average function (**=AVERAGE**) to calculate the average profit and costs do the following:
Move the highlight to cell C9.
Type **=AVERAGE(C3:C6)** and press **<Enter>**.
The average gross profit is now displayed.
- Similarly insert the **=SUM** and **=AVERAGE** functions in cells E8 and E9 to calculate the corresponding values for costs.
Finally type in appropriate labels (for example **TOTAL** and **AVERAGE**) in cells A8 and A9.
Re-save this spreadsheet as STORE2 using the **File** and **SAVE** options or the **SAVE** icon.

The spreadsheet should look like the one below:

	A	B	C	D	E	
2						
3	Hardware		60		200	
4	Fashion		80		320	
5	Catering		20		500	
6	Stationery		30		200	
7						
8	TOTAL		190		1220	
9	AVERAGE		47.5		305	
10						

Notes:

A number of functions are available in Excel including:

- =SUM Finds the total of a specified range
- =AVERAGE Finds the average of a specified range
- =COUNT Counts the number of values in a specified range
- =MAX Gives the maximum value in a specified range
- =MIN Gives the minimum value in a specified range

4. Copying cells

Task

Add an extra column in the spreadsheet giving the percentage profit earned in each department.

Note: To obtain Percentage Profit you divide the Gross Profit by the Costs and multiply by 100. So Percentage Profit = Gross Profit / cost x 100. In Excel the symbol for division is / and for multiplication is *. So in Excel, Percentage Profit = Gross Profit /Cost*100.

Basic steps

- The STORE2 spreadsheet should be displayed on your screen.
Move the highlight to cell G3
Type the formula **=C3/E3*100**
Press **<Enter>**. The results of this formula (i.e. 30) will be displayed in cell G3. This means that the Hardware department achieved a 30% profit.
- You could enter a similar formula for the other departments. However, it is easier to copy the formula in cell G3 to the other cells.
To do this, first make sure that the highlight is on cell G3 (i.e. the cell containing the formula you wish to copy).
Select **Edit** and **Copy**. (Alternatively click on the **Copy** icon)
- Click and drag on the cells you wish to copy this formula to, i.e. click and drag on cells G4 and G6.
Select **Edit** and **Paste** (or click on the **Paste** icon). The formula from cell G3 has been copied to each of the cells in the range G4 to G6. The percentage profits are now displayed for all departments.
- To complete the table, insert the heading **Percentage Profit** in cell G1.

The spread should now look like the one shown below:

	A	B	C	D	E	F	G	H
1	Department		Gross Profit		Costs		Percentage Profit	
2								
3	Hardware		60		200		30	
4	Fashion		80		320		25	
5	Catering		20		500		4	
6	Stationery		30		200		15	
7								
8	TOTAL		190		1220			
9	AVERAGE		47.5		305			
10								

Save the spreadsheet as STORE3

5. Printing spreadsheets

Task

Print out the STORE3 spreadsheet created in the previous task.

Basic steps

- The STORE3 spreadsheet is displayed on your screen.
Select **File** and **Print**
- Ensure that **Active Sheet(s)** is indicated.
Click on **OK**
The spreadsheet will now be printed out.

Notes:

Alternatively use the **Print** icon to print out the spreadsheet.

Exit form Excel

- Select **File** and **Exit**
- You have exited Excel and the Windows Desktop is displayed on your screen.