CS 1 – FUNDAMENTALS OF COMPUTER SOFTWARE AND APPLICATION

Laboratory Exercise #8
Workbook

NAME: _____ **DATE:** _____

CODE/SCHEDULE: _____ **TERMINAL #:** _____

TOPIC(S) COVERED: Using Formula

ESTIMATED COMPLETION TIME: 1 hour and 25 minutes (1 meeting)

OBJECTIVES:

1. To be able to know the structure of a formula.
2. To be able to understand the importance and usage of formula in spreadsheet.
3. To be able to use formula for basic mathematical calculations.

DISCUSSIONS:

Spreadsheet application software best work with numbers. Numbers are being calculated / computed. Excel has features that allows this calculations; the Formula. Formulas are mathematical operations which are always preceded with equal sign (=). In order to derive the right result, Formula must be correct.

PROBLEM:

Secure a copy of Formulas workbook from your instructor.

Complete the workbook by filling the missing cells of travel, rooms, vehicle, and pay worksheets. Formula to be used for each cell is given as a comment. Example:

B	C	D	E
Annual Salary	Monthly Salary	Pension Taxable	
£120,000		Monthly Salary is Annual Salary divided by 12	
£160,000			
£180,000			
£180,000			
£165,000			
£147,500			
£160,000			
£200,000			
£270,000			
£155,000			
£130,000			
£115,000			
£195,000			
£195,000			
£340,000			
£170,000			
£2,882,500			

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Laboratory Exercise Score Sheet
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Criteria		Score	
1.	Proper usage of formula	60	
2.	Proper usage of percentage in a formula	20	
3.	Implementation of Autofill	20	
4.	Completeness of the activity	80	
5.	Finished the exercise within the time-frame	10	
6.	Question and answer	10	