



ICT 7 Activity Sheet

Quarter 4 | Week 1

Introduction to simple formulas in Excel




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Introductory Message


Welcome to ICT 7!

The **Learning Activity Sheet** is self-directed instructional materials aimed to guide the learners in accomplishing activities at their own pace and time using the contextualized resources in the community. This will also assist the learners in acquiring the lifelong learning skills, knowledge and attitudes for productivity and employment.



For learning facilitator:

The **ICT 7 Activity Sheet** will help you facilitate the leaching-learning activities specified in each Most Essential Learning Competency (MELC) with minimal or no face-to-face encounter between you and learner. This will be made available to the learners with the references/links to ease the independent learning.



For the learner:

The **ICT 7 Activity Sheet** is developed to help you continue learning even if you are not in school. This learning material provides you with meaningful and engaging activities for independent learning. Being an active learner, carefully read and understand the instructions then perform the activities and answer the assessments. This will be returned to your facilitator on the agreed schedule.

Name of Learner: _____ Grade and Section: _____
 School: _____ Date: _____

ICT-7 ACTIVITY SHEET

Introduction to simple formulas in Excel

Learning Competency:

Applying simple formulas in Excel.

Support Competencies:

- Identify the Mathematical Operators used in Excel formula.
- Explain what is a cell reference.
- Create a formula using the point-and-click method.
- Demonstrate copying formulas with the fill handle.
- Editing a formula.

Background Information for Learners

One of the most powerful features in Excel is the ability to calculate numerical information using formulas. Just like a calculator, Excel can add, subtract, multiply, and divide.

In this lesson, you will learn how to use cell references to create simple formulas.

Activity Proper.

Activity 1.

Mathematical Operators

Excel uses standard operators for formulas: a **plus sign** for addition (+), **minus sign** for subtraction (-), **asterisk** for multiplication (*), **forward slash** for division (/), and **caret** (^) for exponents.

Addition	+
Subtraction	-
Multiplication	*
Division	/
Exponents	^

All formulas in Excel must begin with an **equals sign (=)**. This is because the cell contains, or is equal to, the formula and the value it calculates.

Understanding Cell References

While you can create simple formulas in Excel using numbers (for example, =2+2 or =5*5), most of the time you will use cell addresses to create a formula.

This is known as making a cell reference. Using cell references will ensure that your formulas are always accurate because you can change the value of referenced cells without having to rewrite the formula.

In the formula below, cell A3 adds the values of cells A1 and A2 by making cell references:

	A	B
1	5	
2	2	
3	=A1+A2	
4		

When you press Enter, the formula calculates and displays the answer in cell A3:

	A	B
1	5	
2	2	
3	7	
4		

If the values in the referenced cells change, the formula automatically recalculates:

	A	B
1	6	
2	2	
3	8	
4		

By combining a mathematical operator with cell references, you can create a variety of simple formulas in Excel. Formulas can also include a combination of cell references and numbers, as in the examples below:

=A1 + A 2	Adds cells A1 and A2
=C4-3	Subtract 3 from cell C4
=E7/J4	Divides cell E7 by J4
=N10* 1.05	Multiplies ceel N10 by 1.05
=R5^2	Finds the square of cell R5

Answer the questions below:

	A	B	C	D	E	F	G	H
1	3	4			2252		67	
2					105		2	
3								
4			25					
5								
6								
7								
8	950	312			680	20		
9								

Based on the table above, write the correct formula for each of the instructions given below.

Example : The product of 67 and 2

Answer: = G1 * G2

1. The sum of 3 and 4.
2. The product of 2252 and 105
3. The square of 25
4. The difference of 687 and 20
5. The quotient of 680 and 20.

Activity 2.

To create a formula

1. Open a new workbook.
2. Encode the data below.

	A	B	C	D	E
1	INVENTORY REPORT				
2					
3	ITEM	QTY	UNIT COST	AMOUNT	
4	Chip Ahoy	34	87.00		
5	Combos	10	85.00		
6	Fig Newton	28	80.00		
7	Cadbury F & N	12	28.00		
8	Ricoa	15	33.00		
9	Snickers	12	10.33		
10	Snackbite	24	26.50		
11	Choco choco	24	10.33		
12	Pringles	52	45.00		
13	Milky Way	35	10.50		
14	H. Nuggets	18	78.00		
15	Oreo	37	15.50		
16	Picnic	42	48.00		
17	Hello Panda	45	14.50		
18	Apple Chip	31	45.00		
19					

To compute for the Amount

3. In cell D4, type the formula = B4* C4.

	ITEM	QTY	UNIT COST	AMOUNT
4	Chip Ahoy	34	87	=B4*C4
5	Combos	10	85	

4. Press **Enter** on your keyboard. The formula will be **calculated**, and the **value** will be displayed in the cell. If you select the cell again, notice that the cell displays the result, while the formula bar displays the formula.

Note: If the result of a formula is too large to be displayed in a cell, it may appear as **pound signs (#####)** instead of a value. This means the column is not wide enough to display the cell content. Simply **increase the column width** to show the cell content.

To create a formula using the point-and-click method

Instead of typing cell addresses manually, you can **point and click** the cells you want to include in your formula. This method can save a lot of time and effort when creating formulas.

5. Select cell D5, and type the equal sign =
6. Select cell B5 and type multiplication symbol *
7. Select cell C5, and press the Enter key. The formula will be **calculated**, and the **value** will be displayed in the cell.

Copying formulas with the fill handle

Formulas can also be **copied** to adjacent cells with the **fill handle**, which can save a lot of time and effort if you need to perform the **same calculation** multiple times in a worksheet. The **fill handle** is the small square at the bottom-right corner of the selected cell(s).

8. Select cell D4, (formula you want to copy) Click and drag the **fill handle** over the cells you want to fill.

	A	B	C	D
1	INVENTORY REPORT			
2				
3	ITEM	QTY	UNIT COST	AMOUNT
4	Chip Ahoy	34	87	2958
5	Combos	10	85	
6	Fig Newton	28	80	
7	Cadbury F & N	12	28	
8	Ricoa	15	33	
9	Snickers	12	10.33	
10	Snackbite	24	26.5	
11	Choco choco	24	10.33	
12	Pringles	52	45	
13	Milky Way	35	10.5	
14	H. Nuggets	18	78	
15	Oreo	37	15.5	
16	Picnic	42	48	
17	Hello Panda	45	14.5	
18	Apple Chip	31	45	

9. After you release the mouse, the formula will be copied to the selected cells.

D4				=B4*C4
	A	B	C	D
1	INVENTORY REPORT			
2				
3	ITEM	QTY	UNIT COST	AMOUNT
4	Chip Ahoy	34	87	2958
5	Combos	10	85	850
6	Fig Newton	28	80	2240
7	Cadbury F & N	12	28	336
8	Ricco	15	33	495
9	Snickers	12	10.33	123.96
10	Snackbite	24	26.5	636
11	Choco choco	24	10.33	247.92
12	Pringles	52	45	2340
13	Milky Way	35	10.5	367.5
14	H. Nuggets	18	78	1404
15	Oreo	37	15.5	573.5
16	Picnic	42	48	2016
17	Hello Panda	45	14.5	652.5
18	Apple Chip	31	45	1395

To edit a formula

Sometimes you may want to modify an existing formula.

1. Select the **cell** containing the formula you want to edit.
2. Click the **formula bar** to edit the formula. You can also **double-click** the cell to view and edit the formula directly within the cell.
3. A **border** will appear around any referenced cells. In our example, we'll change the first part of the formula to reference cell **D10** instead of cell **D9**.
4. After you are finished, press Enter key on your keyboard.
5. The formula will be **updated**, and the **new value** will be displayed in the cell.

Save the workbook with a new filename
Q4_W1_PT***(where *** is your family name)

Activity 3.

Multiple Choice. Select the letter of the correct answer.

1. Which of the following symbol an Excel formula must begin with?
 - a. &
 - b. =
 - c. #
 - d. @
2. What allow to quickly copy the content of one cell to another cell?
 - a. Auto sum
 - b. Auto cell
 - c. active cell
 - d. Auto fill

3. A command line above the worksheet where text, numbers, and formulas are entered into a worksheet.

- a. Tables
- b. Name box
- c. Formula bar
- d. Sheet tabs

	A	B	C
1	EXPENSES		
2			
3	Inventory cost	36700	
4	Monthly budget	1200	

4. In the image above, which formula could you use to subtract the inventory cost from the budget cost?

- a. =B3/B4
- b. =B4-B3
- c. =B3-B4
- d. = B2-B3

5. Which one of the formula below is not a valid formula?

- a. = C5-E4
- b. =B9-B10
- c. 100-G3
- d. None of the above

6. Which of the following is NOT used as mathematical operator in Excel?

- a. +
- b. =
- c. /
- d. ^

7. Which of the following is **TRUE** about creating a formula in Excel?

- a. Formulas can also include a combination of cell references and numbers.
- b. You can point and click the cells that you want to include in your formula.
- c. Formulas in Excel is a combination of mathematical operator and cell references.
- d. All of the above

8. What will appear if the formula you created is too large to be displayed in a cell?

- a. @@@@
- b. !!!!
- c. %%%%
- d. #####

9. How do you edit a formula?

- a. Click the formula bar and edit the formula.
- b. Select the cell containing the formula that you want to edit, click the Formula bar and change the formula.
- c. Highlight the cell, click the formula bar and edit the cell.
- d. All of the above.

10. What is correct formula to get the square of a number in a cell?

- a. = 2^B2
- b. =B2^2

Complete the statements below.

I understand _____

I don't understand _____

I need more information about _____



Links and/or Other References

<https://edu.gcfglobal.org/en/excel/getting-started-with-excel/1/>

<https://www.deskbright.com/excel/workbook-and-worksheet-basics/>

<https://quizizz.com/admin/quiz/5e594339bbdbd6001ce4053e/understanding-number-formats-quiz>

