No-Moa Publishers
Spreadsheets Exercise
Student Activity Booklet

This exercise is based on material provided by David Whyte for the Tonga School Certificate 2001 Spreadsheet Assessment

	Activity	Criteria	Mark
1.	Start your spreadsheet program and create a new spreadsheet		
2.	Enter the following information into that spreadsheet		
	• In cell **A15** put your **Student ID Number**		1
	• In cell **A16** put your **Last Name**		
	• In cell **A17** put your **First Name**		1
	• In cell **A18** put your **School Name**		1
3.	**Format** cell A15 as a **number** with **zero decimal place**.		1
4.	**Save** the file. Name it by your *Lastname Firstname.*		1
5.	Create **labels** for your spreadsheet as shown in this diagram.		1

	A	B	C	D	E	F	G
1	MY STATISTICS PROJECT						
2							
3					FACTOR =		
4							
5	NAME	NECK	ARM	WEIGHT	PAYMENT	NECK x FACTOR	DIFFERENCE

Figure 1 — Diagram for Question 5

6.	Format all the labels (in question 5) as **bold.**		1
7.	**Left align** cells A1 and A5		1
8.	**Right align** cells B5 to G5; and cell E3.		1
9.	Make the font of the labels (in question 5) **Arial**, **point size 12**.		1
10.	Put the following information into the spreadsheet.		1

	A	B	C	D
1	MY STATISTICS PROJECT			
2				
3				
4				
5	NAME	NECK	ARM	WEIGHT
6				
7	Ana	38.2	76.0	85
8	Lopeti	30.0	61.5	64
9	Mele	32.3	70.2	72
10	Peni	25.1	48.1	55
11				

Figure 2 — Diagram for Question 10

Activity	Criteria	Marks
11. Format cells **B7 to B10** and cells **C7 to C10** as **numbers with one decimal place**.		1
12. Each person is paid $0.02 times their weight (because they gave their measurements). In cell E7 place a **formula** that will work out how much money Ana is paid.		1
13. **Fill** the formula **down** from E7 to E10.		1
14. Format cells E7 to E12 as **currency** with **two decimal places**.		1
		1
15. In cell D12 type in the label **TOTAL**; in F12 type in the label **AVERAGE**.		1

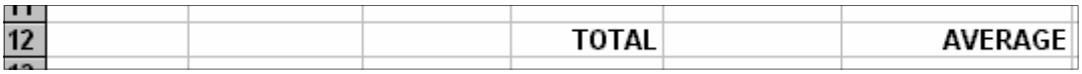

Figure 3 — Diagram for Question 15

Activity	Criteria	Marks
16. In cell E12 use the **SUM function** to calculate the total of the PAYMENT column.		1
17. In cell F3 type the number 2.019. (This is the factor.) Format F3 as a **number with three decimal places**.		1
18. In cell F7 put a **formula** that calculates NECK times FACTOR for Ana. In your formula use an **absolute reference** to the cell with the factor 2.019 in it.		1
19. **Fill** the formula (in question 18) **down** from F7 to F10.		1
20. In cell G7 place a **formula** that calculates ARM minus NECK x FACTOR for Ana. Fill this calculation down to G10.		1
21. In cell G12 use the **AVERAGE function** to find the average of the numbers in the DIFFERENCE column		1

SAVE YOUR FINISHED SPREADSHEET