

Spreadsheet Exercise

Save changes as instructed.

Student Name:

This exercise is adapted from Introductory Spreadsheet Exercises by Denise Pavic

SURVEY RESULTS

As assistant to the Managing Director you have been given the task of obtaining statistics on the ages of people employed by the company. These are for analysis by the Board of Directors. You have conducted a survey and put together the statistics below for entry into a spreadsheet and eventual display as a graph.

Activity

Mark

SECTION 1 – FORMATTING

1. Set the column widths below:
 - Column A — 20
 - Column B, C, and D — 10
 - Column E — 5
2. Center all label headings.
3. Enter in the worksheet the number people employed in each occupation

	A	B	C	D	E	F
1	Anderson Australia Ltd					
2	Age Comparison Survey					
3						
4						
5	Area	15 to 18	19 to 24	25 to 29	40+	
6						
7	Managerial	0	0	5	25	
8	Sales	32	50	100	42	
9	Clerical	4	13	35	19	
10	Communications	2	23	31	1	
11	Marketing	10	3	24	5	
12	Computing	6	19	52	1	
13	Art & Design	1	14	30	21	
14	Accounts	2	17	59	23	
15	Research	0	0	22	28	
16	Other	16	95	108	56	
17						
18	Total					

4. Save the workbook as **Survey – 1**

SECTION 2 – EDITING

5. Move the *Marketing* row and place it between *Sales* and *Clerical*
6. Change (amend) the number of people employed in the *Clerical* area aged 19 to 24, make it 33
7. *Advertising* (another department) was left out of the spreadsheet by mistake. Enter the following statistics in a new row between *Accounts* and *Research*.
 - 15 to 18 19 to 24 25 to 39 40+
 - 3 14 43 34

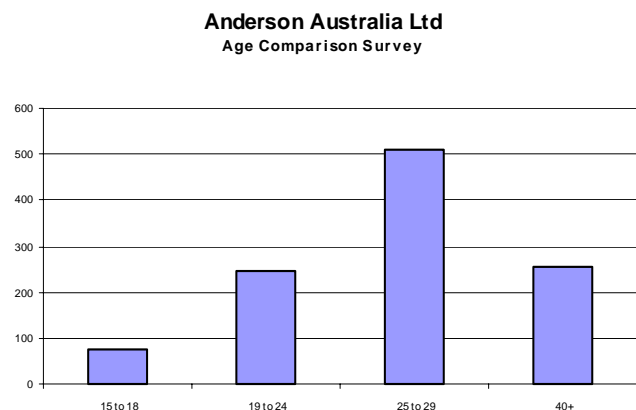
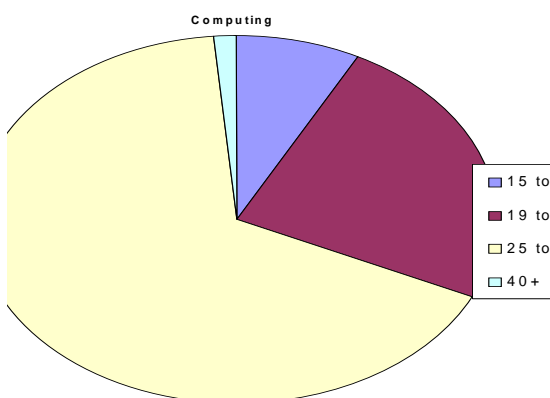
8. Save the file as **Survey – 2** 1

SECTION 3 – FORMULAS

9. Using formulas, total the number of people in each age group into the row Total 1
10. Label column F to place the totals of each department 1
11. Using formulas, total the number of people in each department into the column Total, labeled in question 10. 1
12. Save the file as **Survey – 3** 1

SECTION 4 – CHARTING, GRAPHING

13. Prepare a pie graph to compare the number of people employed in each age group I the *Computing* area. 1
- Use an appropriate heading for the chart 1
 - Show a legend 1
 - Create the chart in a new sheet named 'Computing' 1
14. Prepare a bar graph to compare the **total** number of people employed in each age group. 1
- Heading: Anderson Australia Ltd 1
 - Age Comparison Survey 1
 - No Legend 1
 - Save the chart as a new sheet **Total** 1



15. Save the file as **Survey – 3** 1

Do not make markings below. For completion by course teacher.

Sub-total / 25