

Spreadsheets

How can the contents of a cell be protected?

- Use cell lock which prevents a cell from being overwritten.
- Useful for cells which contain important or complicated formulae.

How can the way in which a cell's contents are displayed be changed?

- Change the cell attributes.
- Useful to change a number to currency or change the way a date is displayed.

What function allows conditional values to be put in a spreadsheet?

- The IF function.
- E.g. To display PASS or FAIL in cell A4 depending on whether cell A3 is above or below 50, then:

$A4 = \text{IF}(A3 > 50, \text{"PASS"}, \text{"FAIL"})$

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What is RELATIVE REPLICATION?

When a formula is copied from one cell to another, the value of the cell references change in relation to where the formula is copied to.

E.g. A formula copied from one row to the row below, has the row number increased by one in cell values in the copied formula, e.g. 2's become 3's.

i.e. $A2 = B2 + C2$ copied to A3

Becomes: $A3 = B3 + C3$

E.g. 2. A formula copied from one column to the next, has the column letter changed by one in all cell values in the copied formula, e.g. A's become B's

i.e. $A5 = A3 + A4$ copied to B5

Becomes: $B5 = B3 + B4$

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What is ABSOLUTE REPLICATION?

- ✓ When a formula is copied from one cell to another, with the same cell required in each of the formulae.
- ✓ Usually only one part of a formula uses absolute replication, e.g. a cell containing a rate of VAT may be copied to a series of different cells.
- ✓ Absolute replication is shown by putting dollar signs around the required cell, e.g. $\$C\3 .

E.g. $A3 = B3 + \$C\3 copied to $A4$

Becomes: $A4 = B4 + \$C\3