

TYPICAL QUESTIONS & ANSWERS – SPREADSHEETS

QUESTION

Anna Croft runs a small business making clothes. To keep track of the costs and income for her business, Anna uses a software package as shown below

	A	B	C	D	E	F
1		MONTHLY COSTS				
2		Materials	Wages	Rent	Tax	Total
3	JAN	£826.50	£1,245.00	£ 700.00	£ 426.00	£3,198
4	FEB	£745.80	£1,245.00	£700.00	£401.00	£3,092
5	MAR	£908.50	£1,245.00	£700.00	£452.00	£3,306
6	Quarterly t	£2,480.80	£3,735.00	£2,100.00	£1,279.00	£9,595

What kind of software package is this?

Spreadsheet

QUESTION

Each month Anna types in the costs of the various items. She does **not** need to type in the total costs. Explain why she does **not** need to type in the total costs.

Because there is a formula in the total cost cells which automatically calculate the total cost.

QUESTION

“Quarterly totals” was originally typed in cell A6. What can be done to the cell so that the full cell contents are displayed?

Make column A wider.

QUESTION

The amount in column F shows the total in pounds only. What can be done to display the amount in pounds and pence, so that F3 will show £3197.50?

Select cell F3 and format to currency.

QUESTION

Cell F3 contains a formula. Suggest a suitable formula for cell F3.

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= SUM(B3:E3)

QUESTION

Anna is worried that the formulae could accidentally be deleted from the cells that they are contained in. What could she do to these cells to prevent this from happening?

Use cell protection for all cells containing formulae.

QUESTION

Anna is worried that the information in the spreadsheet could be lost. Describe **three** precautions that she should take against data loss.

1. Take a back-up copy of the spreadsheet.
2. Password protect the spreadsheet.
3. Keep the room the computer is in locked.

QUESTION

Angus runs his own taxi cab. Here is part of the spreadsheet which he uses to keep a record of his expenses and income.

	A	B	C	D	E	F
1	COSTS (in £s)		JANUARY	FEBRUARY	MARCH	APRIL
2	Diesel		100.00	120.00	125.00	115.00
3	Repairs		50.00	30.00	40.00	35.00
4	Insurance		10.00	15.00	20.00	15.00
5	Other Costs		15.00	17.00	17.50	17.00
6	TOTAL COSTS		175.00	182.00	202.50	182.00
7						
8	PASSENGER FARES		420.00	500.20	525.45	480.80
9						
10	PROFIT		245.00	318.20	322.95	298.80

Cells C6 and C10 each contain a formula. Suggest a suitable formula for cell C6.

=SUM(C2:C5)

QUESTION

Suggest a suitable formula for cell C10.

=C8-C6

QUESTION

If cell E3 changes, name another cell which will also change.

E8 and E10

QUESTION

The formula in C6 has been replicated across to the other cells in row 6. What does *replicate* mean?

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