Methodological tool: <Create a spreadsheet>

Number of methodological Tool	**EUPANEXT_LO_78_M_001**
Work Area Code and Title	**Work Area 9: ICT SKILLS**
Unit Code and Title	**3.15 USE SPREADSHEETS TO PRODUCE NON-ROUTINE SHEETS**
Learning Outcome Number and Title	**LO78: Demonstrate ability to use a spreadsheet safely and securely to enter, edit and organise numerical and other data including more advanced formulas in order to meet the non-routine requirements of the office.**
Objective of the methodological tool	After the completion of this activity, participants will be able to understand the basic functions of EXCEL.
Approximate Time needed for the completion of this exercise	20 min.
Individual or group exercise	☒ Individual ☐ Group
Type of methodological tool	☐ Written exercise ☐ Group exercise ☐ Video analysis ☐ Simulation ☐ Multiple choice ☐ Group exercise with cards ☒ Exercise using ICT ☐ Role play ☐ Group discussion ☐ Case study ☐ Creative Group Work
Description of the exercise	Download a spreadsheet from ones available here: http://www.principlesofeconometrics.com/excel.htm 1. Freeze the first row 2. Create two if statements 3. Format the spreadsheet by values greater than 50 4. Type a vlookup formula 5. Create a pivot table 6. Create a chart (column) and include captions, legends, etc. 7. Check spelling and grammar
Exercise is accompanied by	
Exercise solution	
Other comments to the trainer	

Co-funded by the
Erasmus+ Programme
of the European Union

1) **I have an Excel file that uses the range names Qtr1, Qtr2 and Qtr3. Why does my file produce incorrect results in Excel?**

⊿	A	B	C	D	E	F	G	H
1								
2		Total		Jan	Feb	Mar	QTR1	
3	QTR1	0		50	100	200	350	
4		=QTR1					=SUM(D3:F3)	
5								

○ Excel 2007+ range names must refer to months or years, not quarters

○ In Excel 2007+, QTR1, QTR2 and QTR3 are cell references

○ Excel 2007+ does not allow a mixture of alpha and numeric characters in range names

○ Excel 2007+ automatically assigns these range names when it recognises quarterly data

2) **What formula would you enter in B16 to show the total for just the person selected on only the date entered?**

⊿	A	B	C	D
1	SaleDate	Name	Sales	
2	10/07/2010	Smith	$ 969.00	
3	11/07/2010	Smith	$ 363.00	
4	11/07/2010	Smith	$ 954.00	
5	11/07/2010	Jones	$ 116.00	
6	12/07/2010	Jones	$ 651.00	
7	12/07/2010	Jones	$ 394.00	
8	13/07/2010	Smith	$ 185.00	
9	13/07/2010	Smith	$ 493.00	
10	13/07/2010	Jones	$ 515.00	
11	13/07/2010	Smith	$ 698.00	
12	14/07/2010	Jones	$ 829.00	
13				
14	Date	13/07/2010		
15	Name	Jones		
16	Sales total for this person on this day			
17				
18				

○ =SUMIFS(Sales,Name,B15,SaleDate,B14)

○ =SUMIFS(Sales,SaleDate,B14,Name,B15)

○ =SUMPRODUCT((SaleDate=B14)*(Name=B15)*Sales)

○ All of the above will produce the correct answer

**3) The Developer Ribbon is hidden by default. Where would you go to make it visible in Excel 2010**
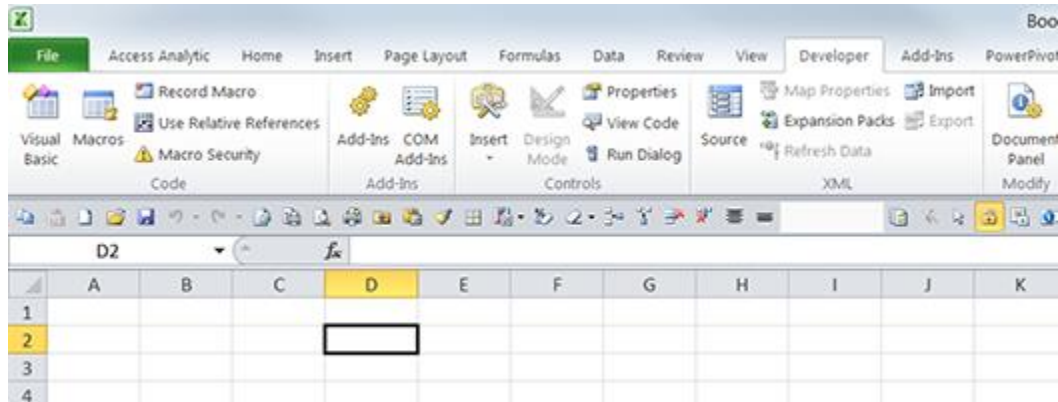
○ File > Options > Add-ins > Excel – Add ins

○ File > Options > Customise Ribbon > New Tab (Name as Developer)

○ Right Click on the Ribbon > Customise the Ribbon > Main Tabs > Developer Checkbox

○ Right Click on Ribbon > Customise Quick Access Toolbar > Choose Commands from > Developer tab

4) What has happened to Excel?
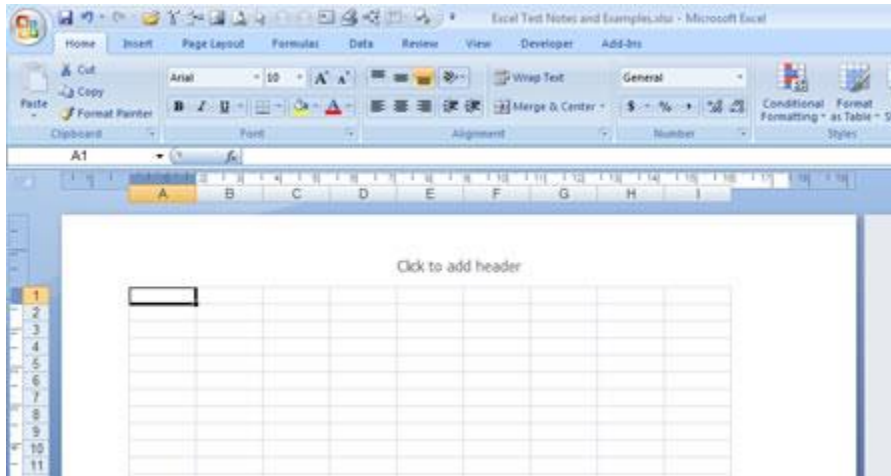
- ○ It's operating in Page Layout view
- ○ It's operating in Word compatibility mode
- ○ It's operating in Page Break Preview mode
- ○ It's showing the sheet in Print Preview mode

5) Why is there such a big gap between the Ribbon and Excel cells?
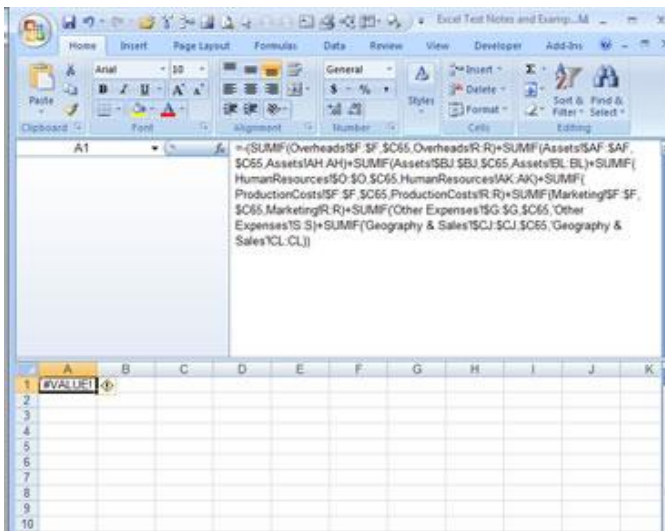
- ○ A long formula has been entered, causing the Formula Bar to automatically re-size itself

2015-1-CY01-KA202-011853

○ Excel has crashed
○ Excel is operating in 2003 compatibility mode
○ The Formula Bar has been re-sized to make it taller

6) Why do these dots show in the Name Box and (ii) what can you do about it?
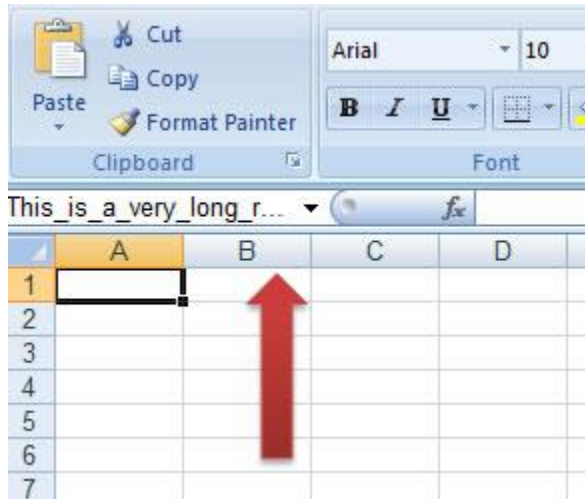
○ (i) they indicate a dynamic range name (ii) change the range name to static
○ (i) they indicate a worksheet range name scope, rather than Workbook scope (ii) change all names to Workbook scope
○ (i) they indicate a range name that is based on a table (ii) change the range name to use cell references instead
○ (i) they indicate the range name is too long to be displayed (ii) drag the edge of the Name Box to make it wider

7) The headings for columns A, B and C have been changed. How has this been done?

	Venture Description	MTD	YTD	D	E
6	Oil Discovery Area	936,487	717,882		
7	Local Gas Venture	29,046,593	170,293,357		
8	Oil Evaluation Area	13,315	6,751		
9	Gas Recycling	468,244	358,941		
10	Gazettal Studies	14,523,297	85,146,679		
11	Oilfield 3	23,267,841	131,825,852		
12	Incremental Pipeline Gas	30,018,733	70,999,516		
13	Oilfield 4	331	495		
14	LNG Venture	527,018,106	1,282,711,960		
15	LPG Venture	105,605	127,820		
16	Other Designated Areas	7,009,268	1,544,480		
17	Residual Projects Interests	22,673,725	12,299,250		
18	Oilfield Venture	19,292,174	24,697,622		
19	Liquid Burner Thermocouples	4,636,300	6,246,322		
20	Install N2 Relief Adaptors on CO2	2,397,884	7,933		
21	Modify Plant LMR Liquid Drainage	51,181,243	4,478,660		

○ Using the R1C1 reference style
◉ Using an Excel table. This is what happens when you scroll down the page.
○ Using Find and Replace advanced settings
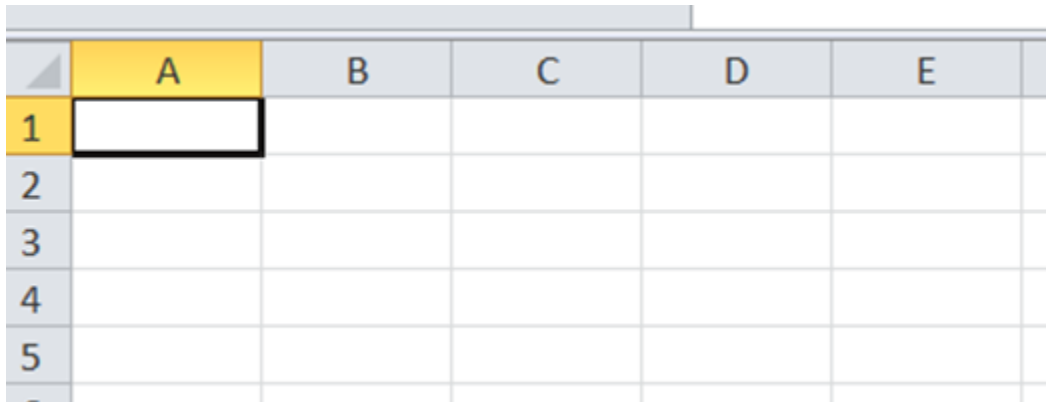○ By applying Excel's new Conditional Formatting rules

8) **The range A2:C12 has consistent cell background and font formatting across all cells. Why do some cells appear different?**

	A	B	C
1	First Name	Last Name	Sales
2	John	Woolley	500,000
3	Jeremy	McIntosh	200,000
4	Aimee	Woodyard	300,000
5	Shirley	Astor	450,000
6	Horace	Burnett	
7			
8			
9			
10			
11			
12			
13			
14			

○ A conditional formatting rule has been applied using the formula =COUNTA($A2:$C2)=COLUMNS($A2:$C2)

○ A dynamic range name has been used

○ Volatile VBA Macro formatting is being used

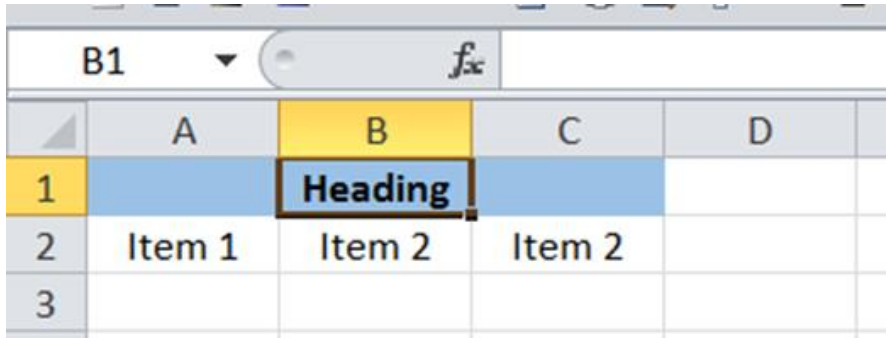○ These cells are formatted using a user-defined VBA function

9) How do you restore the fill handle? (the little + that is usually in the bottom right-hand corner of a cell)

○ Unprotect Sheet

○ Unprotect Workbook

○ File > Options > Formulas

○ File > Options > Advanced

10) Even though the word "Heading" appears to be highlighted it is not showing up in the formula bar, why not?

○ The formula bar has been formatted to show white text on a white background

○ The word has been typed in A1 and then the 3 blue cells have been formatted using Centre Across Selection

○ There is a glitch when using certain fonts

○ B1 is not actually highlighted, it's just a border around the cell