

Methodological tool: Practice the creation of spreadsheets with formulas

Number of methodological Tool	EUPA_LO_034_M_01
Work Area Code and Title	WA9 ICT Skills
Unit Code and Title	2.18: Using Spreadsheets to produce simple routine sheets
Learning Outcome Number and Title	LO034: Demonstrate the ability to use a spreadsheet safely and securely to enter, edit and organise numerical and other data including simple formulas to meet the routine requirements of the office.
Title of methodological tool	Practice the creation of spreadsheets with formulas
Objective of the methodological tool	After the completion of this exercise the participants will be in a position to: <ol style="list-style-type: none"> 1. Create and format an excel spreadsheet 2. Use basic tools of excel software
Individual or group exercise	<input checked="" type="checkbox"/> Individual <input type="checkbox"/> Group
Type of methodological tool	<input type="checkbox"/> Written Exercise <input type="checkbox"/> Video Analysis <input type="checkbox"/> Simulation <input type="checkbox"/> Multiple choice <input type="checkbox"/> Group exercise with cards <input checked="" type="checkbox"/> Exercise using ICT <input type="checkbox"/> Role Play <input type="checkbox"/> Group discussion <input type="checkbox"/> Case study <input type="checkbox"/> Creative Group Work
Description of the exercise	Learners are requested to develop a spreadsheet, which is presented in the next page. The yellow cells in the spreadsheet indicate the need for the learner to enter a formula. The learner should also pay attention to the merged cells, the formatting of the cells, the page layout etc.
Exercise is accompanied by	1. A printout of an Excel spreadsheet to be created
Exercise solution	-
Other comments to the trainer	Attention should be paid to detail in terms of formatting, as well as the correct use of formulas. The trainer should ensure that formulas have actually been entered and that the learner did not just enter the number.

Attachments to the Methodological Tools

Methodological Tool: **EUPA_LO_030_M_001, <Practice the creation of spreadsheets with formulas>**

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Exercise using ICT

1. A printout of an Excel spreadsheet to be created



Exercise 1 - Practice on AutoSum

Students: Cells which are shaded contain formulas

	First Quarter	Second Quarter	Third Quarter	Totals
Period 1	147000	227000	458000	832000
Period 2	169050	261050	526700	956800
Period 3	194408	300208	605705	1100321
Period 4	223569	345239	696561	1265369
Totals	734027	1133497	2286966	4154490

Exercise 2 - Practice on Subtraction

Months	Sales	Expenses	Profits
January	320	115	205
February	195	100	95



March	230	125	105
Total	745	340	405

Exercise 3 - Practice on Multiplication

Product	Qty	Unit Price	Total Cost
Chairs	£ 60.00	£ 25.00	£ 1,500.00
Tables	£ 20.00	£ 55.00	£ 1,100.00
Plates	£ 200.00	£ 15.00	£ 3,000.00
Cutlery	£ 500.00	£ 15.00	£ 7,500.00
Linen	£ 100.00	£ 35.00	£ 3,500.00

Exercise 4 - Practice on Division

Variance Amount =
Variance % =

Food Distributors Ltd

	Standard Performance	Actual Performance	Variance Amount	Variance
Total Sales	6000	7000	1000	0.16667
Total Expenses	3100	3500	400	0.12903
Net Revenue	2900	3500	600	0.2069



Region A	Miles Travelled per Salesman	600	550	-50	-0.08333
	Units sold per person	180	210	30	0.16667
	Pounds sold per salesman	800	900	100	0.125
	New accounts opened	100	160	60	0.6
			Total	2140	1.3109
Region B	Total Sales	8000	7000		
	Total Expenses	4500	5000		
	Net Revenue	3500	3000		
	Miles Travel per Salesman	500	500		
	Units sold per person	50	40		
	Pounds sold per salesman	100	900		
	New accounts opened	20	30		
			Total		

[These attachments can be found in electronic format on the enclosed CD]

