

Spreadsheet Workshop 1

Creating Table and Chart with Microsoft Excel

Duration: 1 period

Task:

Your father has asked you to create a table and a chart in Microsoft Excel to help him analyze the monthly expenditures from January to June.

1. Enter the data in a new Excel spreadsheet as below:

	A	B	C	D	E	F	G	H
1	Year 2012	January	February	March	April	May	June	Total
2	Housing	12345	12336	12320	12456	12577	12578	
3	Food	3200	3000	2800	3300	3270	3150	
4	Traffic Expenses	2000	2100	2000	2200	2100	2150	
5	Clothings	2500	2000	1800	2200	4000	1250	
6	Education	900	900	1080	1080	1500	1500	
7	Entertainment	600	750	900	580	620	500	
8	Others	1200	850	900	1000	960	1100	
9	Total							

2. Calculate the totals for each category and the totals for each month.

Hints:

- a) What is the formula for the cell **H2**?

- b) What is the formula for the cell **B9**?

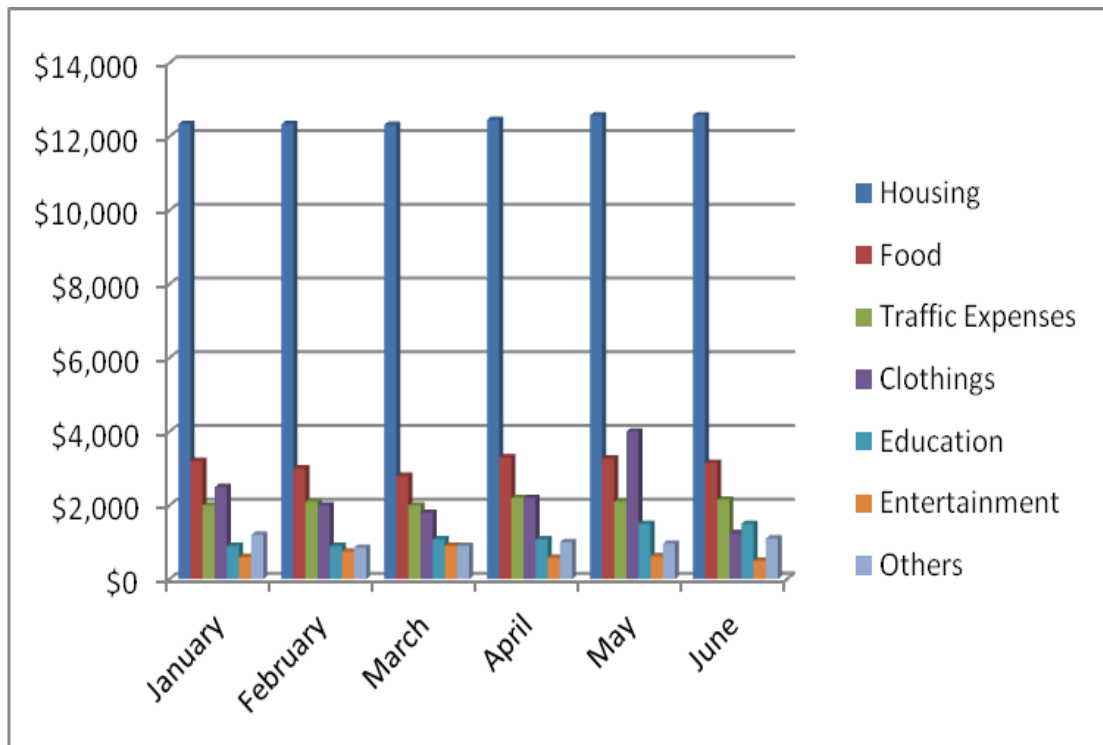
3. Create a Bar Chart with the data (**ignore** the **Totals**).
4. Format the table properly.
5. Produce a report with Microsoft Word that should include the formatted table and the Bar Chart (simply use the copy and paste technique).

Remarks:

1. Save your Excel document as "**Monthly Expenditures.xls**" to your **H:** drive.
2. Save your Word document as "**Monthly Expenditures.doc**" to your **H:** drive.
3. Your report should look like the sample printed on the next page.

Monthly Expenditure January to June 2012

Year 2012	January	February	March	April	May	June	Total
Housing	\$12,345	\$12,336	\$12,320	\$12,456	\$12,577	\$12,578	\$74,612
Food	\$3,200	\$3,000	\$2,800	\$3,300	\$3,270	\$3,150	\$18,720
Traffic Expenses	\$2,000	\$2,100	\$2,000	\$2,200	\$2,100	\$2,150	\$12,550
Clothings	\$2,500	\$2,000	\$1,800	\$2,200	\$4,000	\$1,250	\$13,750
Education	\$900	\$900	\$1,080	\$1,080	\$1,500	\$1,500	\$6,960
Entertainment	\$600	\$750	\$900	\$580	\$620	\$500	\$3,950
Others	\$1,200	\$850	\$900	\$1,000	\$960	\$1,100	\$6,010
Total	\$22,745	\$21,936	\$21,800	\$22,816	\$25,027	\$22,228	\$136,552



Spreadsheet Workshop 2

Creating a Financial Report with Microsoft Excel

Duration: 1 period

Task:

You are the Treasurer in your class. You have to produce a financial report for the incomes and expenditures in September.

1. Enter the data in a new Excel spreadsheet as below:

	A	B	C	D	E
1	Date	Description	Income	Expenditure	Balance
2	2/9/2012	Class Union Fees	200		200
3	3/9/2012	Decoration for Notice Board		45	
4	6/9/2012	Photocopies for Mathematics Worksheets		16	
5	8/9/2012	Stationery for Class Union		45	
6	21/9/2012	Softdrinks for Class Swimming Team		80	
7	27/9/2012	Photocopies for English Worksheets		10	
8					

2. Calculate the balances for all of the transactions.

Hint:

What is the formula for the cell **E3**?

3. Format the table properly and then produce a report with Microsoft Word that should include the formatted table.

Remarks:

1. Save your Excel document as "**Financial Report.xls**" to your **H:** drive.
2. Save your Word document as "**Financial Report.doc**" to your **H:** drive.
3. Your report should look like the sample printed on the next page.

Financial Report for September 2012

Date	Description	Income	Expenditure	Balance
2/9/2012	Class Union Fees	\$200.00		\$200.00
3/9/2012	Decoration for Notice Board		\$45.00	\$155.00
6/9/2012	Photocopies for Mathematics Worksheets		\$16.00	\$139.00
8/9/2012	Stationery for Class Union		\$45.00	\$94.00
21/9/2012	Softdrinks for Class Swimming Team		\$80.00	\$14.00
27/9/2012	Photocopies for English Worksheets		\$10.00	\$4.00

Reported by

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Spreadsheet Workshop 3

Calculating Marks with Microsoft Excel

Duration: 2 periods

Task:

Your class has just finished the Computer Literacy Mid-year Examination. Your teacher has asked you to help double-check the scores of students in your group.

1. Enter the data in a new Excel spreadsheet as below:

	A	B	C	D	E	F	G	H	I
1	F. 1A Group 3 Mid-year Examination Results 2012-2013								
2	Exam = Exam (MC) + Exam (Con)								
3	Total (100%) = 20% x average of tests + 80% x Exam								
4	Passing Mark = 50								
5	Grading: 90-100=A, 80-89=B, 70-79=C, 60-69=D, 50-59=E, 0-49=F								
6		Full=100	Full=100	Full=100	Full=40	Full=60	Full=100		
7	Name	Test 1	Test 2	Test 3	Exam (MC)	Exam (Con)	Exam	Total (100%)	Grade
8	Peter	89	60	40	25	56	81		
9	Ivan	38	70	89	32	47	79		
10	Carrie	25	15	39	30	45	75		
11	Ann	80	81	20	18	45	63		
12	Garry	46	67	60	20	39	59		
13	Tom	30	40	80	40	20	60		
14	Monkey	56	71	58	17	21	38		
15									
16	Highest Mark								
17	Lowest Mark								
18	Average Mark								

2. Calculate the Total scores for all the students in your group. (Correct the results to 2 decimal places.)

Hint:

What is the formula for the cell **H8**?

3. Calculate the Highest Mark, the Lowest Mark, and the Average Mark for Test 1, Test 2, Test 3, Exam (MC), Exam (Con), Exam, and Total. (Correct the average scores to 2 decimal places.)

Hints:

What is the formula for the cell **B16**?

What is the formula for the cell **B17**?

What is the formula for the cell **B18**?

4. Assign the Grades for all the students in your group.

Hint:

What is the formula for the cell **I8**? (You may need to use the **IF** function.)

Remarks:

1. You must use appropriate formulae to calculate the scores, including assigning Grades for the students.
2. Save the Excel document as "**Exam.xls**" to your **H:** drive.