Tutorial Week 1 - Spreadsheet Programs

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General

1. What makes a spreadsheet so useful for managing accounts?

2. When looking at a cell which four kinds of content might you find?

3. How is formatting used to distinguish different kinds of number?

4. Which of the following are not numbers?:

   1.3   ABC   £23.43   53.7%   =43+A2   23/1/98   11:43:21

5. List some of the formatting functions which can make a spreadsheet easier to read.

6. If G5 holds "=24*H7+H8" and H7 holds "=60*I9+J9", what would go wrong if you tried to enter "=100+G5+G6" into I9?

Formulae

7. If the formula   =23+B$6 - $C7 was found in Cell D6, what would happen if it was moved to each of:

   F6   D9   C23   A23

8.**.**   Given the following Spreadsheet:

	A	B	C	D	E	F	G
1	Annual Account 1997						
2	Income			Outgoing		Balance	
3	No. of Items Sold	Unit Price	Income	Staff	240000		
4	10000	53.5	535000	Materials	50000		
5				Utilities	100000		
6			535000		390000	Balance =	145000
7	Year	Income	Outgoing	Balance			
8	1997	535000	390000	145000			
9	1998						
10	1999						
11	2000						

(a)   Discuss the formatting facilities available in a spreadsheet program of your choice and how the look of this particular Spreadsheet could be improved by the use of formatting.

(b)   What are the formulae in cells C4, E6 and G6?

(c)   The cells D3 to E5 represent a set of named areas of expenditure. What problems might occur in extending this list by adding extra areas of expenditure into the spreadsheet?

(d)   The Sales Manager wants the spreadsheet extended with projected figures for the next few years. She tells you that she thinks that sales will go up by 2% per annum, the unit price will go up by 3% per annum and the costs of all the outgoing items will go up by 4%. Give formulae for columns B, C and D from row 9 downwards which produce the projected figures, outlining the process by which you entered formulae into cells.