Unit 5D – Introduction to Spreadsheets
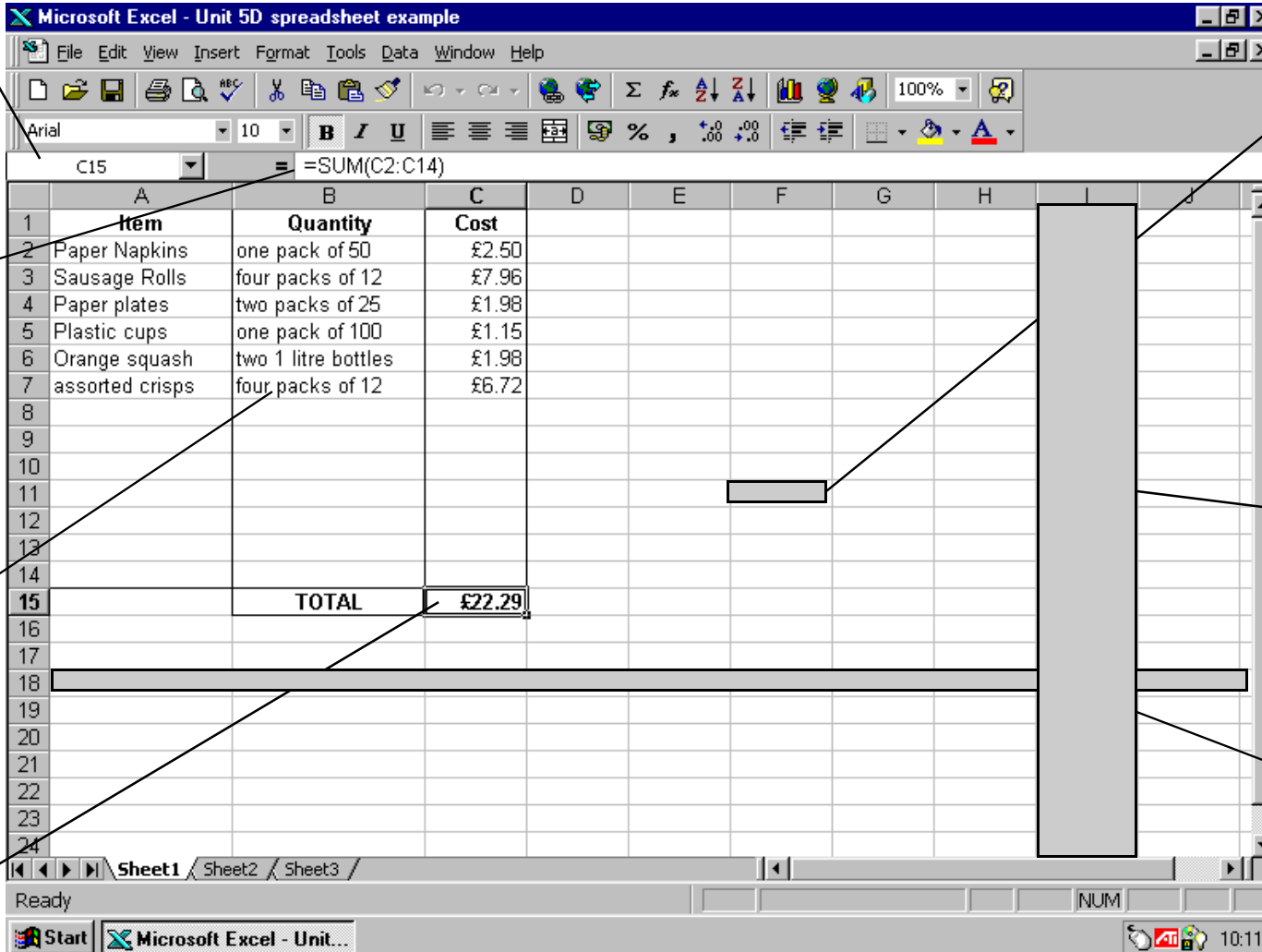
ells us
a **CELL** our
is in on

s is a
RMULA . It is
d to
LCULATE the
l for our
pping bill.

This is a **CELL**

s is a **LABEL**

This is a **COLUMN**

This is a **ROW**

is is the
ELL that
lds the
RMULA.

Microsoft Excel - Unit 5D spreadsheet example

File   Edit   View   Insert   Format   Tools   Data   Window   Help

Arial   10   **B** *I* U

C15   =   =SUM(C2:C14)

	A	B	C	D	E	F	G	H	I	J
1	**Item**	**Quantity**	**Cost**							
2	Paper Napkins	one pack of 50	£2.50							
3	Sausage Rolls	four packs of 12	£7.96							
4	Paper plates	two packs of 25	£1.98							
5	Plastic cups	one pack of 100	£1.15							
6	Orange squash	two 1 litre bottles	£1.98							
7	assorted crisps	four packs of 12	£6.72							
8										
9										
10										
11										
12										
13										
14										
15		TOTAL	£22.29							
16										
17										
18										
19										
20										
21										
22										
23										
24										

Sheet1 / Sheet2 / Sheet3 /

Ready   NUM

Start   Microsoft Excel - Unit...   10:11