

ICT Unit 5d – introduction to spreadsheets

The screenshot shows a Microsoft Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H	I	J	K
1	Food	total	amount	total cost							
2	crisps	24.00	20	480							
3	drinks	36.00	20	700							
4	sweets	15.00	20	300							
5	hot dogs	45.00	20	900							
6	burgers	50.00	20	1000							
7	cups	120.00	1	120							
8	plates	70.00	2	140							
9											
10	total			3640							
11											
12											
13											
14											
15											
16											
17											
18											
19											
20											
21											
22											

Annotations and their corresponding actions:

- Changes the highlighted cells to currency format
- Places borders around highlighted cells
- Changes the size of the text
- Changes the text to **bold**
- Shows the highlighted range of cells
- Double-click to change the column width to fit the text