

Introduction to spreadsheets and formulas

1. Write the following in each of the cells:

In cell B2 write – Item

C2 – Number of coupons for each pack / bar

D2 – Quantity

You are going to create a table that looks like this:

Item	Number of coupons for one pack / bar	Quantity
Pack of cheese	3	5
Butter 250g	3	2
Chocolate bar	5	4
Sugar 8oz	6	1
Tin of spam	3	6
Box of Eggs	4	2

2. Make these **bold** because they are your column headings.
3. Can you centre the text in each of the cells too?
4. Can you colour all the headings yellow?
5. Make column B wider so you can fit the name of the items.
6. Fill the cells with the item names in green.
7. Fill the cells with the prices in red and change the colour of the text to white.
8. Fill the cells with the quantities in blue.
9. Can you use the **sum** formula e.g. =sum(e4:f4) to calculate the **total** number of items you've bought. i.e. 5 packs of cheese + 2 packs of butter + 5 chocolate bars etc. put the answer in cell **D10**.