

Spreadsheets

Lesson 6 – Demonstrate What You Have Learned

This week is all about demonstrating what you have learned.

To do this, plan an event of your choice.

I am going to use planning a party as an example. It could be a birthday party, or a party to mark some other occasion or a completely different event of your own choosing.

What are the things that you could demonstrate?

- Lists – for example who has been invited and have they accepted or declined their invitation.
- What do I need to buy? For example, packs of invitations – how many invitations are in each pack, so how many packs do I need? Other things I might want to buy could be food, prizes for games, party bags and sweets to go in them, etc.
- A budget: what needs to be bought; how much does each item cost; how many of them do you need; a total cost for each item; and a grand total for the whole party.
- Formatting cells – remember to not type the £ sign into the cell, but just to type the amount and then format the cell using the third tab on the tool kit on the righthand side of the sheet. If you type the £ sign in the cell you will not be able to use it in any formulae.
- Formulae – always make the spreadsheet do the calculations for you. If you need a party hat for everyone, multiply the cost of one hat by the number of people who will be coming to your party.

Think about your layout:

- Is it clear?
- Can you use clipart pictures to make it clearer?

I look forward to seeing your ideas. Remember to save your work into your own My Work folder even if you haven't finished