

# Spreadsheets

## Lesson 2 – Formulae

In this lesson you will be learning how to use formulae.

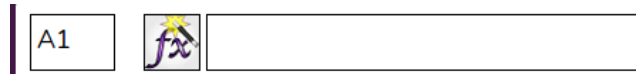
(A formula is an expression of a calculation using mathematical symbols.)

Follow the instructions below and by the end you should be able to:

- Use formulae to perform calculations
- Copy and paste using shortcut keys

**REMEMBER: Always save your work as you go along.**

1. Open a new 2Calculate spreadsheet using the advanced mode as you did in Lesson 1.
2. At the top of the spreadsheet is the formula bar.



This only appears in advanced mode. Note: If you cannot see this bar then you have forgotten to open 2Calculate in advanced mode (see steps 2 and 3 in Lesson 1) and you will need to close your spreadsheet and open 2Calculate again.

3. Enter the headings and numbers in this image in your own spreadsheet

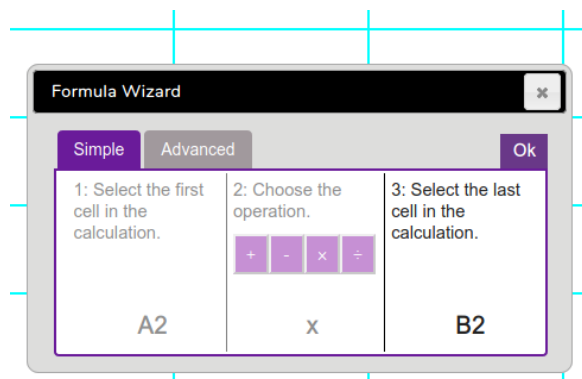
	A	B
1	First Number	Second Number
2	5	2
3	6	12
4	78	10
5	6765	76
6	67	33
7	678	21
8	102	100
9	43	4000
10		Total

- Now, in cell C1 enter the heading "Product".
- Now click in cell C2 and enter the formula =A2\*B2.



To enter the formula first click on the formula wizard button (next to the formula bar).

Then complete the formula wizard steps



When you click on 'ok' your formula bar should appear as follows



Note that the symbol for multiplication appears as \*

6. Copy cell C2.

## Cutting, Copying and Pasting

### Using keyboard shortcuts

Copying	Cutting	Pasting
Ctrl + C	Ctrl + X	Ctrl + V

In 2Calculate you can copy one cell and then paste it into several cells at once by selecting multiple cells as the target. This is useful when wanting multiple copies of an image or number.

### On a touchscreen

Select the cells by dragging your finger over them; they should have a blue border.

Press your finger down in the red area at the top corner of one of the cells for two seconds. (Not on the number in the cells as the program will enter edit mode if you do this or on the blue border.)

⇒ Press the copy button.

⇒ Move across a couple of columns then hold down your finger as before to make the copy and paste buttons appear.

⇒ Press paste.

In 2Calculate you can copy one cell and then paste it into several cells at once by selecting multiple cells as the target. This is useful when wanting multiple copies of an image or number.

Need more support? [Contact us](#)

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Then select rest of the cells in column C and paste. The formula should automatically update to work out all the products.

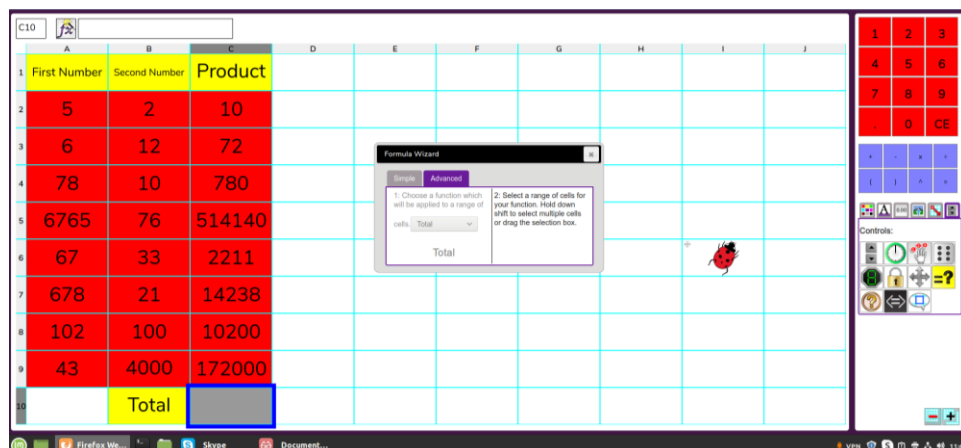
	A	B	C
1	First Number	Second Number	Product
2	5	2	10
3	6	12	72
4	78	10	780
5	6765	76	514140
6	67	33	2211
7	678	21	14238
8	102	100	10200
9	43	4000	172000
10		Total	

7. Now you are going to enter a total of all the products in column C. One way to calculate the total would be by typing in the sum in the formula bar using the cell names e.g.  $=C2+D2+E2$  etc. However, the formula wizard provides a much easier way. Ensure that you have clicked on the cell where the total should go (cell C10) and then click on the



formula wizard button .

8. Click on the Advanced tab on the pop-up screen and in the 'select function' drop-down, choose 'Total'.



9. Select the cells containing the products; a dotted line should appear around them. Then click the OK button on the pop-up screen. Press the enter key and cell C10 should now show the total of all the products.

### **Challenge**

**Open a new spreadsheet and work out how much pocket money each of the following options would give you.**

You will be given pocket money for 10 weeks. Which of the following options would you prefer?

**A:** To get £5 each week for 10 weeks.

**B:** To start with £1 in week 1, but then to get an extra pound each week ( $W1 = £1$ ,  $W2 = £2$ ,  $W3 = £3$  etc.)

**C:** To start with £4 in week 1, but to get an extra 20p each week ( $W1 = £4$ ,  $W2 = 4.10$ ,  $W3 = £4.20$  etc.)

**D:** To start with £5 in week 1, but to get an extra 10p each week ( $W1 = £5$ ,  $W2 = 5.10$ ,  $W3 = 5.20$  etc.)

**Make sure you label columns and rows clearly.**

**Save your work!**