

## 5 Spreadsheet Hints

### 1. Using a formula

For example: Area = Length x Width

	A	B	C	D
1				
2	Length	6	10	16
3	Width	4	8	9
4	Area	=B2*B3		

This is cell **B2**

This is cell **B3**

Multiply the number in **B2** by the number in **B3**

Press Enter

	A	B	C	D
1				
2	Length	6	10	16
3	Width	4	8	9
4	Area	20		

Double-click to see the formula again

\* means **multiply**  
/ means **divide**

### 2. Copy a formula across rows...

	A	B	C	D
1				
2	Length	6	10	16
3	Width	4	8	9
4	Area	20		

Drag...

	A	B	C	D
1				
2	Length	6	10	16
3	Width	4	8	9
4	Area	20	80	144

See how the formulae change:

=C2\*C3

=D2\*D3

This is the quickest way!  
You can also use Cut & Paste or the "fill" command...

### 3. Advanced: naming cells

You might not have done this in ICT...

Price of carpet = Price per square m x Area

	A	B	C	D
1	Price per square m (£)	10		
2	Length	6	10	16
3	Width	4	8	9
4	Area	20	80	144
5	Price of carpet (£)	200	0	0

You type  
= B4 \* B1  
and drag it across...

What?!!

=C4 \* C1  
should be:  
=C4 \* B1

**Beware!** Sometimes you want some bits of the formula to stay the same when you copy it!  
  
If you want lots of formulae to refer to the same cell you can give the cell its own name:

2. Change this from **B1** To **price**

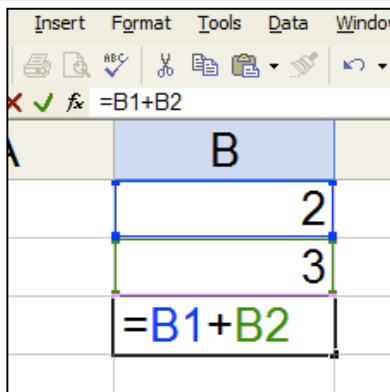
	A	B	C	D
1	Price per square m (£)	10		
2	Length	6	10	16
3	Width	4	8	9
4	Area	20	80	144
5	Price of carpet (£)	200	800	1440

1. Select the "Price" cell

3. Change to = B4 \* price and drag along...

Now if you change the number in B1 everything will change to match...

### 4: Teachers: using spreadsheets on a whiteboard



Choose "View -> Zoom" and experiment so that the spreadsheet is big enough to read easily.

You can also try "View -> Full Screen" to make the most of the screen.

**Ignore the formula bar if it is too small:** double-click on a cell to enter/edit a formula.

(Tools -> Options -> Edit -> Edit directly in cell if it doesn't work)