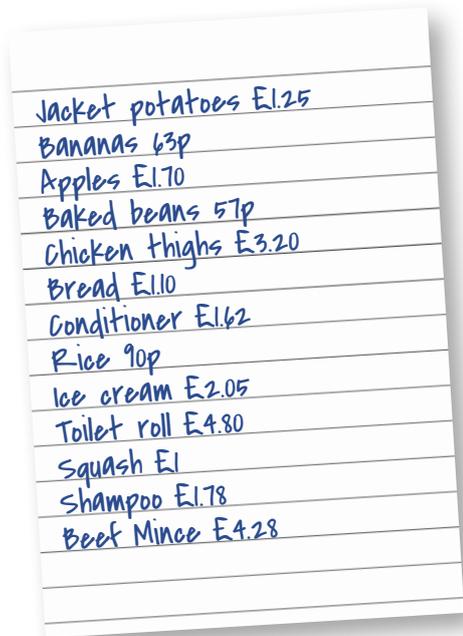


SHOPPING LIST

# Spreadsheet Task

I'm going to the supermarket later today but only have limited money to spend. Can you help me by making a spreadsheet to calculate the total cost of my shopping before I go?

Here is my list:



**1**

Using a calculator add up the total I will spend on my shopping today.

Write the total cost here:

**2**

Next work out the average (mean) cost of the fruits, bathroom items and meats.  
(To do this add up the items and divide by the number of items in the category eg. Banana + apples =? ?/2 = average price of fruits)

Write the average cost of:  
The fruits: .....  
Bathroom items: .....  
Meats: .....

**3**

Open Microsoft Excel. You should see a blank grid with letters along the top and numbers down the lefthand side. This is called a spreadsheet.

**4**

Write the word "Item" in the rectangle (cell) A1 and the word "Cost" in cell B1. (You go along the letters to the correct letter and then down to the correct number.)

**5**

Highlight these two cells by clicking and dragging over them. Click on the B on the top bar or ribbon to make the text bold. This makes it clear that these are the headings of the table we are making.

**6**

Type the names of the items in the shopping list in cells A2 to A11, one item to a cell.

# 7

Type the cost of each item in the cell next to its name (cells B2 to B11). Make sure you include the pound sign (and convert any costs that are in just pence to pounds and pence).

# 8

Type the word "Total" in cell A12. Make this cell **bold**.

# 9

Type the following into cell B12: **=SUM(**

This is a formula that automatically adds up a number of cells to find their sum. Once you've typed the bracket, drag over all of the cells with a cost in them (B2 to B11). This should add them to the formula. Then type a close bracket ) and press Enter. You should see the total cost of all of the items in my list.

Write down the total cost here: .....

# 10

Now work out the average (mean) cost of the fruits, bathroom items and meats.

# 11

In cell A13 write Average of fruits, in A14 write Average of bathroom items and in A15 Average of meat products.

# 12

Type the following in to B13: **=Average(**

This is a formula to work out the average/mean. It will add up the cells and divide by the number of cells.

Once you have written the formula click the cells you want to average (in the case of fruit you want to click the cells with the price of bananas and apples) then close the brackets and press enter. You should now see the average cost.

The function in the cell should look like: **=average(b3,b4)**

# 13

Repeat this process for the bathroom items and the meat products

Write the average cost of:

The fruits: .....

Bathroom items: .....

Meats: .....

Are these the same as what you got manually?

# 14

Use the formatting tools you've learned before in other Office applications to make the spreadsheet look professional, including making cell B12 **bold**.

# 15

Check your answers on the spreadsheet to the answers you got manually.

# 16

Evaluate what was better manually working it out or using a spreadsheet?