Spreadsheet Software

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2 Numbers

Previously, we started Microsoft Excel 2007, entered text, widened columns, and printed and saved a spreadsheet. Now we look at:

- summing a column of numbers to arrive at an answer
- formatting to improve the appearance of our spreadsheets
- printing formulae

2.1 Sum a Column of Numbers
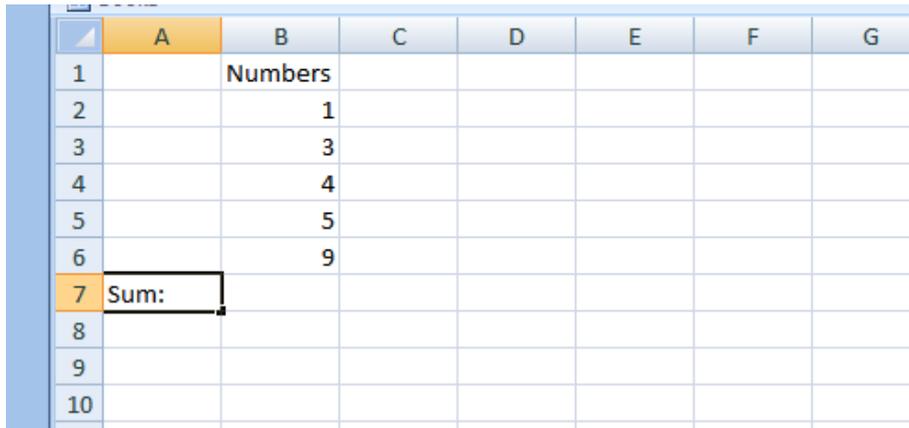
We see how to add up a column of numbers:

```
   1
   3
   4
   5
 +9
 ___
  22
```

When we sum 1, 3, 4, 5 and 9 we expect to see 22.

What if you actually got an answer of 16 or 24? A mistake has been made somewhere.

Spreadsheets have errors in them just as dogs have fleas on them. It is up to us Spreadsheet wallahs not to put errors in our spreadsheets in the first place. So we always have a clear idea of the answers we expect, and if we don't get those answers, we find out why.
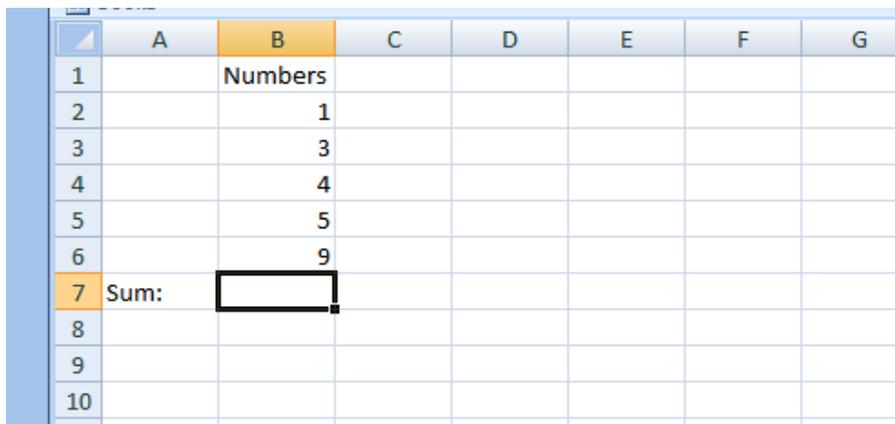
1. start a new spreadsheet
2. enter the heading *Numbers* in B1, and the numbers 1, 3, 4, 5 and 9 in column B as shown below
3. enter the caption *Sum:* in cell A7

	A	B	C	D	E	F	G
1		Numbers					
2		1					
3		3					
4		4					
5		5					
6		9					
7	Sum:						
8							
9							
10							

4. make B7 the active cell

	A	B	C	D	E	F	G
1		Numbers					
2		1					
3		3					
4		4					
5		5					
6		9					
7	Sum:						
8							
9							
10							

**5.** click in the formula bar and enter *=Sum(*
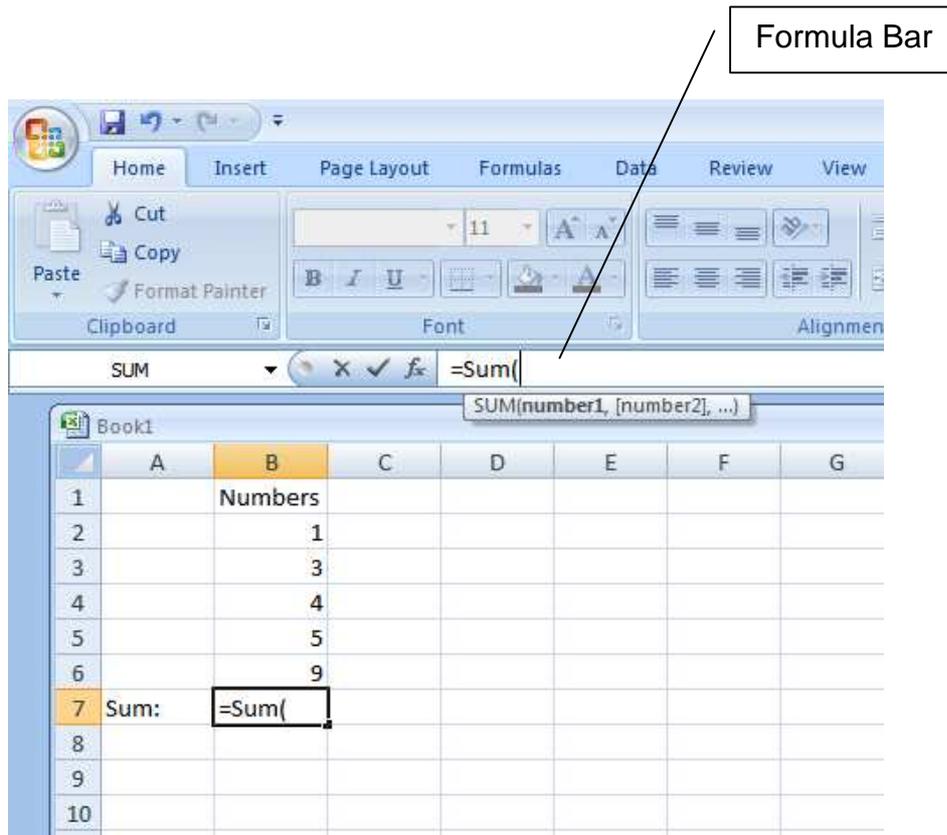
Formula Bar

Notice that what you type in the formula bar also appears in your active cell, B7.

6. click B2. Notice the army of ants marching around cell B2.
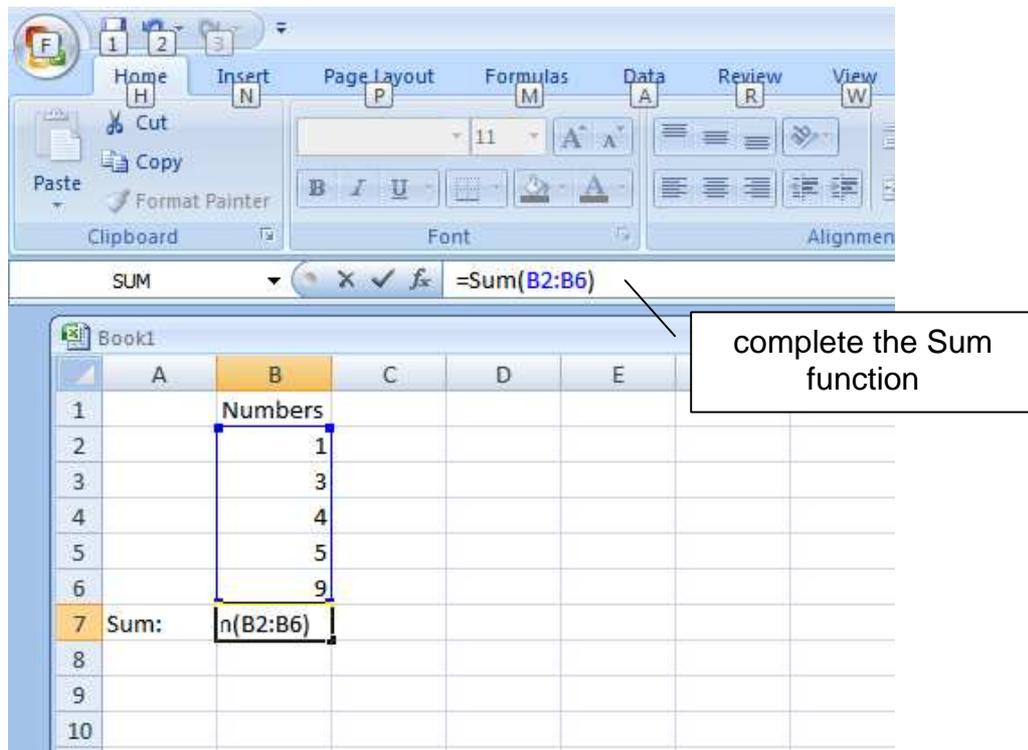

bottom right hand corner of marching ants
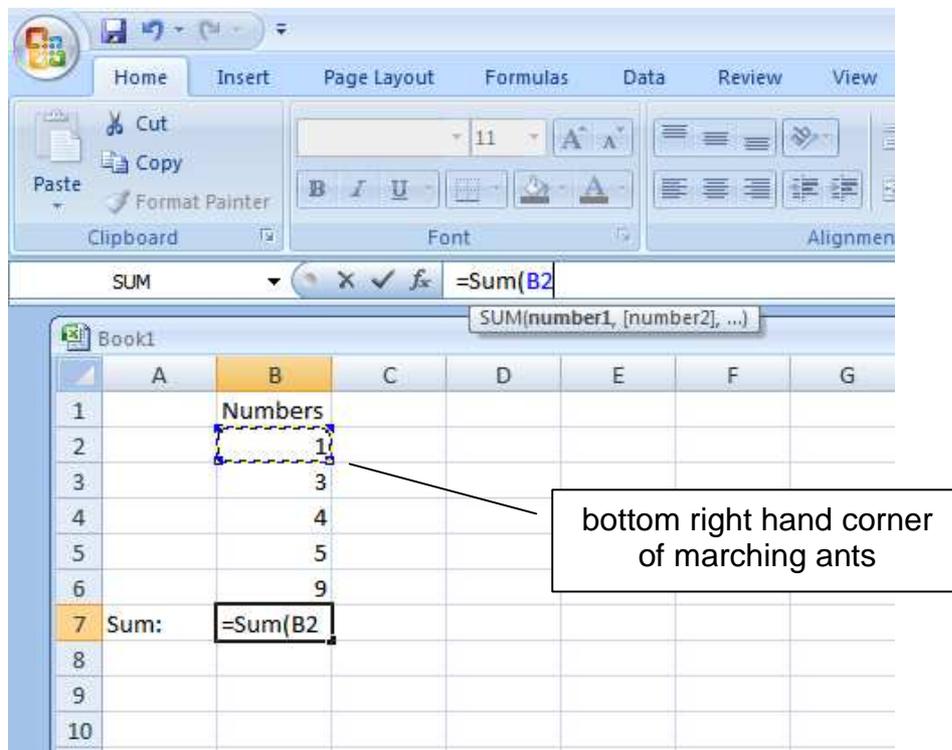
7. take hold of the bottom right hand corner of the marching ants by positioning the mouse cursor and then holding down the left mouse button
8. drag the marching ants down to cell B6
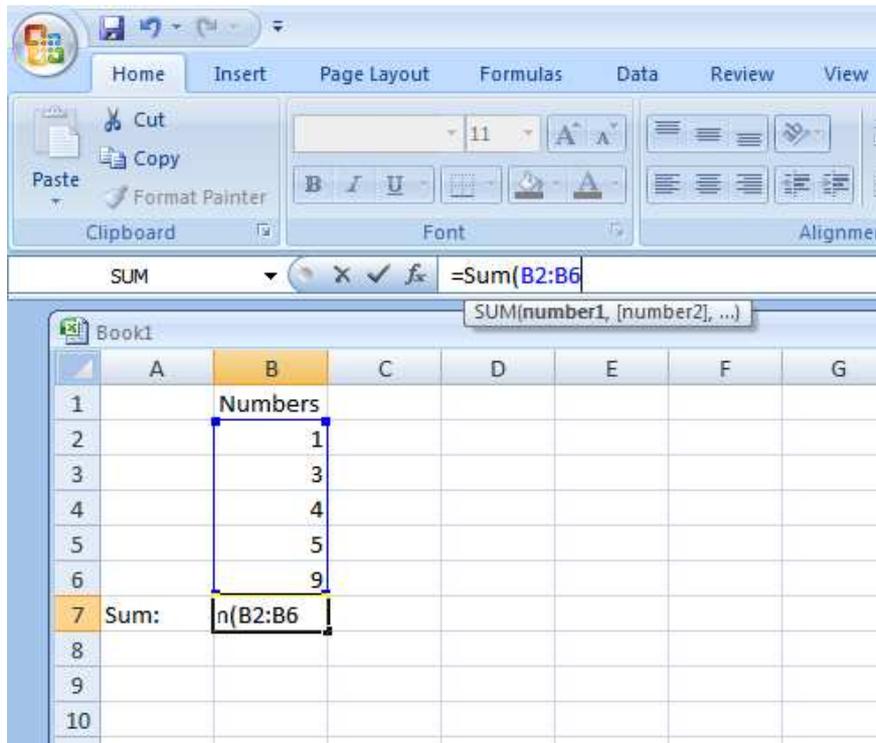
9. in the Formula Box, complete the Sum function by entering the closing bracket

complete the Sum function

10. and pressing Return. Check that you have got the expected answer.

2.2 Format a Column

We want:

- column headings bold and centred
- captions e.g. Sum: bold and right justified
- numbers centred under their heading AND right justified

Centre and Embolden the Heading

1. click on the *Numbers* heading
2. on the Font Panel click Bold

3. on the Alignment Panel click Center

Embolden and Right Justify the Caption

1. Click on the caption Sum:
2. click on Bold
3. on the Alignment Panel click Right Align
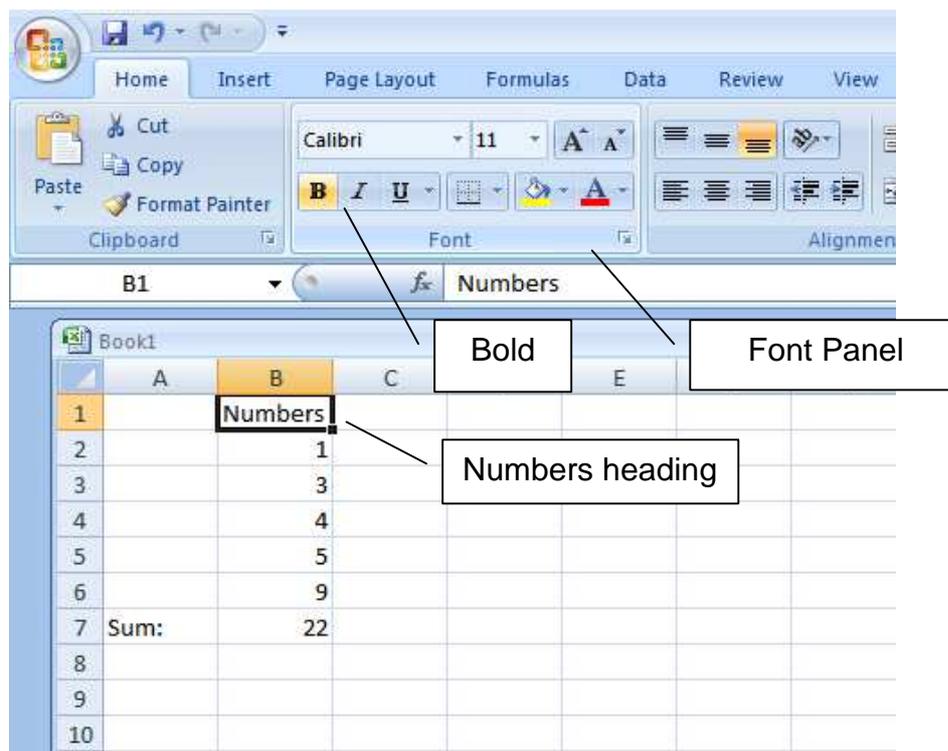
Centre and Right Justify the Numbers
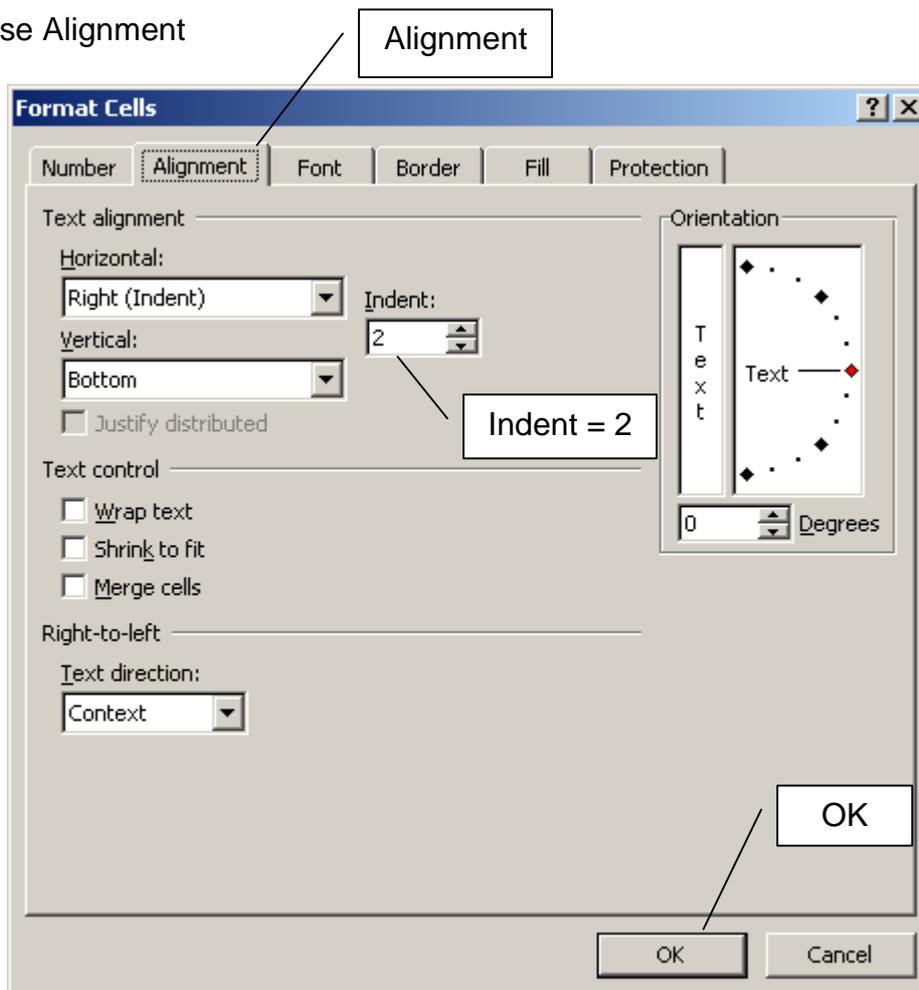
Now we turn our attention to the column of numbers. We want it centred under our heading. And we want it right justified so that the numbers in the digits, tens, hundreds, … place value columns all line up.

1. click on the Alignment Panel down arrow
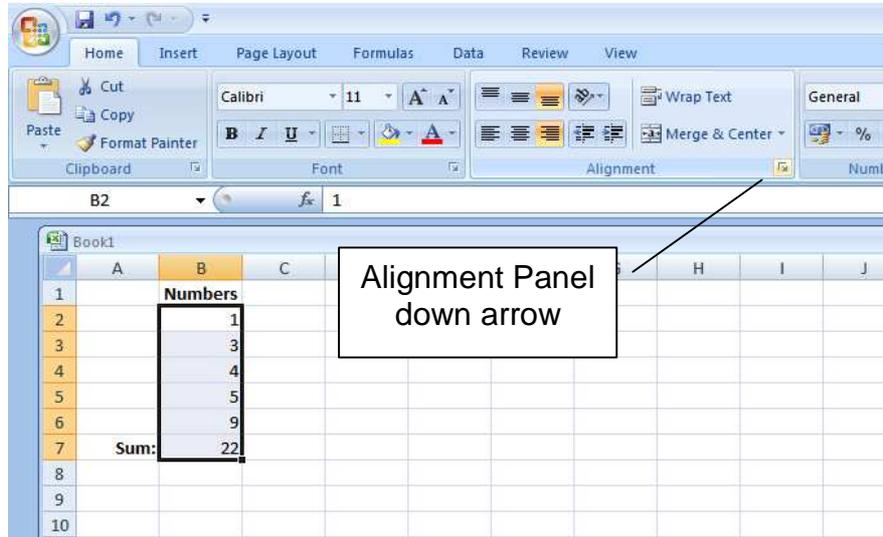
2. choose Alignment

3. try Indent = 2
4. click OK

We see the column of numbers (nearly) centred under their heading AND right justified.

	A	B	C	D	E	F	G
1		Numbers					
2		1					
3		3					
4		4					
5		5					
6		9					
7	Sum:	22					
8							
9							
10							

And that completes the formatting.

Now we include our name and today's date in the footer. And we Save and Print our spreadsheet.

2.3 View Formulae

We always print our formulae so that they can be easily checked.

1. press Ctrl `. That is the control key and the grave accent key together. The grave accent key has the symbol ' and is found near the top left of the keyboard next to 1.

	A	B	C
1		Numbers	
2		1	
3		3	
4		4	
5		5	
6		9	
7	Sum:	=SUM(B2:B6)	
8			
9			
10			

You sometimes need to adjust column widths to see all the formulae completely

2. print the formula view in the same way you would print the regular spreadsheet view
3. press Ctrl ` to return to the spreadsheet view

2.4 Exercises

1. Create a spreadsheet that displays the result of adding up a column of numbers as shown above. Remember to include your name and the date in the footer. Save your spreadsheet in a suitable location and with a descriptive filename, and print it out.

We have seen how to:

- sum a column of numbers
- format a column
- view formulae

Next we look at tables of numbers.

Bibliography

www.homeandlearn.co.uk accessed August 2009