

Introduction to Spreadsheets

Wk8

This week's topics include using functions and adding comments. Functions are pre-defined utilities able to provide many and varied tasks in spreadsheets. This week a sheet is provided with a variety of examples of functions you might find useful. Comments are useful when working with formula and functions to document how you derived your formula so as you can edit it at a latter stage when you may have forgotten why you did what you did.

Resources

Press F1 for offline help within Calc.

Search for “comments; on cells”.

Search for “functions; listed by category”.

CG41-CalcGuideLO.pdf - Chapter 7, page 207, Understanding Functions

CG41-CalcGuideLO.pdf - Chapter 7, page 210, Function Wizard

CG41-CalcGuideLO.pdf - Appendix B, page 385, Description of functions

Task

1. Open examples file and inspect input line when the yellow cells are selected to see how the functions can be used, particularly SUM() and logical IF() functions.
2. Create new spreadsheet and save as wk8.ods. Starting column B enter headings “Amount”, “Deposit”, “Withdrawal”.
3. Under the Amount heading enter the following list of amounts and format as currency; 345, 23, -52, -12.5, -150, 65.
4. At bottom of amount entries use the Sum() function to total the range of cells. Next to sum() add “totals” in column A to indicate this row will be totals of the columns.
5. Under “Deposit” and “Withdrawal” heading use IF() functions to test for negative amounts so as negative amounts are displayed under “Withdrawal” heading and positive amounts are listed under “Deposits” heading.
6. Add sum() functions to “Deposits” and “Withdrawals” columns, so all three columns have totals. Apply single line above and double line below border style to these cells.
7. Insert a comment into total of amounts column, “Total is balance of deposits less withdrawals”.
8. On the row bellow withdrawals sum enter “Balance Check”. In cell to right enter a formula to calculate total deposits less total withdrawals and confirm calculated results equal total under amount column.