

Spreadsheets: Homework 1**Name:** _____

The spreadsheet below shows the expenses for a sandwich bar during the first quarter of the year.

	A	B	C	D	E	F
1	Mike's Sandwich Bar - 1st Quarter Expenses					
2						
3	Item	Jan	Feb	Mar	Quarterly Total	
4	Rent	£1,500.00	£1,500.00	£1,500.00	£4,500.00	
5	Utilities	£1,350.00	£1,800.00	£1,200.00	£4,350.00	
6	Publicity	£750.00	£450.00	£600.00	£1,800.00	
7	Wages	£1,750.00	£1,750.00	£1,750.00	£5,250.00	
8	Wholesalers	£6,000.00	£5,600.00	£6,750.00	£18,350.00	
9	TOTAL	£11,350.00	£11,100.00	£11,800.00	£34,250.00	
10						

- What are the three main **types of data** that can be entered in a spreadsheet?
 - _____
 - _____
 - _____
- What is the **cell reference** for the cell that is highlighted in this spreadsheet?

- The total expenses for February can be calculated using a **formula**. Give an example of a formula that could be used to calculate the **total** expenses for February in this spreadsheet.

- Fill in the gaps.**
The amount for rent each month does not change. This value can be entered only once and then _____ or _____ across the columns to save time when entering the same data many times.
- There has been a mistake entering data in the spreadsheet. The **Utilities** bill for March should read £1250. When this is corrected some of the other cells in the spreadsheet will automatically change as well (that's why we use formulae).

Which other cells in the spreadsheet will **change** when the value of that utilities bill is altered (write down the **cell reference** for each cell).
