Excel 2003: Burgers

1. Open the spreadsheet called 'Burgers' and save it to your area.

2. Correct the width of the columns so that all the data shows properly
http://www.teach-ict.net/software/excel/with_sound/formatting/column_width.html

3. Rename the sheet tab as 'burgers'
http://www.teach-ict.net/software/excel/with_sound/formatting/rename_tab.html

4. Make the headings in cells B2, C2 and D2 bold, red and size 12. Adjust the width of the columns as necessary.

5. In column D3, write a formula to calculate the calories that are not from 'Fat'.

Replicate (autofil) the formula down to D14
http://www.teach-ict.net/software/excel/with_sound/formula/autofill.html

6.
- In cell C15, write the word 'Average'.
- In cell C 16, write the word 'Highest'
- In cell C 17, write the word 'Lowest'
- In cell C18, write the word 'Number in column'

Make these words bold.

7a. In cell D15, write a formula to work out the average of cells D3 to D14
http://www.teach-ict.net/software/excel/with_sound/formula/average.html

7b. In cell D16, write a formula to find the highest number in cells D3 to D14
http://www.teach-ict.net/software/excel/with_sound/formula/max.html

7c. In cell D17, write a formula to find out the lowest number in cells D3 to D14
http://www.teach-ict.net/software/excel/with_sound/formula/min.html

Format these answers as 'number' to 2 dp

8. Highlight cells A3 to D14 and sort them on 'calories from fat' in descending order, so that the foods with the most fat are at the top.
http://www.teach-ict.net/software/excel/with_sound/sorting_searching/sortingdata.html

9. Use the 'Edit' menu, click 'Go to' and type in F7 and ok. This should take your curser directly to cell F7.
http://www.teach-ict.net/software/excel/with_sound/basics/find_replace.html

10. Make the headings in cells F7, G7 and H7 bold and centre aligned.

11. In cells G8, G9, G10 and G11 pick 4 items from the list of burgers/foods and write their names.

In cells H8, H9, H10, H11 enter the calories for each item

My meal	Name	calories
Item 1	Fillet o'fish	470
Item 2	French fries	209
Item 3	Strawberry triple thick shake	420
Item 4	Hot fudge sundae	340
	Total calories	

12. Make 'total calories' in cell G12 bold.

13. Put a border into cell H12 as shown in the diagram, so that there is a single line at the top of the cell and a double line at the bottom.
http://www.teach-ict.net/software/excel/with_sound/formatting/borders.html

14. In cell H12, add up the total number of calories in your meal choice by using the 'autosum' button.

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15.
- Highlight cells G8 to H11 and create a pie chart.
- Give the chart a sensible name.
- Go to the 'data labels' tab and tick 'percentage'.
- Click 'next' and choose to put your chart into your sheet.
- Position your chart underneath your menu choice.

http://www.teach-ict.net/software/excel/with_sound/chart/chart_piechart.html

16. The burger chain are holding a promotion. They are going to increase portion sizes by 12.5%. You will need to adjust the values for your meal. Read on for how to do this.

The title in cell I7 is too long. Make row 7 wider and use wrap the text to make the title go onto two lines.

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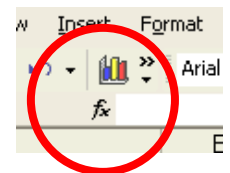17. The value of 12.5% has been written into cell J2 – have a look.

In cell I8 multiply the calories for your first item of food by the 12.5% increase in cell J2 (don't just write in 12.5%, make sure you multiply by the number in the correct cell).

Drag the formula in cell I8 down to cells I9, I10 and I11. Do the answers look right? They probably don't.

Do you remember doing an absolute cell reference before? You use these when you don't want Excel to be too clever and change cells for you. Go back to cell I8 and try putting a $ before the J and a $ before the 2 so it looks like J2. Press 'Enter' and now try dragging your formula down, it should work this time.
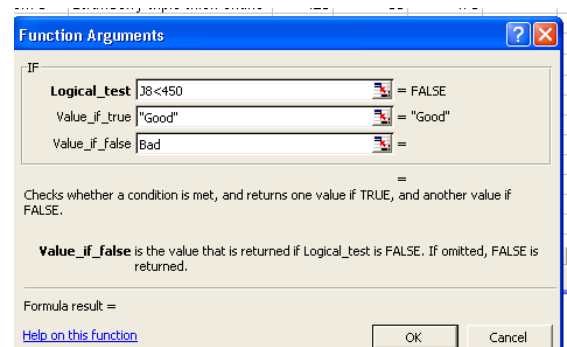
18. In cell J8, write a formula to add together the original amount of calories per item and the extra amount of calories. Copy the formula to J9, J10, J11.

19. In cell K8, use the fx tool to write an IF formula.
If the value in cell J8 is less than 450 calories, you want the word 'Good' to display. If the value in cell J8 is not less than 450 calories, you want the word 'Bad' to display.

Your 'IF' formula should look something like this

When you have written it, copy the formula in cell K8 to K9, K10 and K11 and check to see if it has put the right words next to the calorie values.

20. Insert your name as a footer

21. Show your formulas
http://www.teach-ict.net/software/excel/with_sound/formula/formula_show.html

22. Set the print area
http://www.teach-ict.net/software/excel/with_sound/printing/print_area.html

23. Set the page to print to one page only, landscape.
http://www.teach-ict.net/software/excel/with_sound/printing/print_onepage.html

24. Print your work. Check that it does fit to one page with all of the data showing.

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