**SPREADSHEET WRITTEN ACTIVITY**

**INSTRUCTION: Answer the questions on folder leaves.**

**Questions (a) to (h) relate to the spreadsheet**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **A** | **B** | **C** | **D** | **E** |
|  |  |  |  |  |  |
| **1** | GUYEXPO |  |  |  |  |
| **2** | **EXPORTS: 2005 - 2007** | |  |  |  |
| **3** |  |  |  |  |  |
| **4** | Products | 2005 | 2006 | 2007 | TOTAL |
| **5** | Rice | 30000 | 50000 | 40000 |  |
| **6** | Sugar | 50000 | 70000 | 80000 |  |
| **7** | Bauxite | 5000 | 7000 | 6000 |  |
| **8** | Timber | 7000 | 8000 | 3000 |  |
| **9** | TOTAL |  |  |  |  |

1. Write the function that would calculate the TOTAL rice exported during the period 2005-2007.
2. State how would centre the “GUYEXPO” across the column used by the spreadsheet.
3. State the range that would show the TOTAL exports for EACH of the three years.
4. State the cell that contains the amount of sugar exported in 2007.
5. Write the formula to compute the percentage of exports for 2005 that was contributed by rice.
6. The currency symbol ($) format was applied to the numeric data in columns B, C, D, and E. What should happen?
7. It was suggested that headings for all numeric columns should be aligned to the right. Give ONE reason for this.
8. Formulae were placed in Column E and Row 9 to compute totals. Suppose the data in C7 was changed from 7000 to 8000, state three cells data would change automatically.
9. Suppose you enter data in a cell and “####” appears in the cell. Why is this so?
10. All products with sales under 100,000 are given a status “POOR’ while others are given a status of ‘GOOD’. Write the function that should be entered into cell F5 to show the status of the product ‘rice’
11. Set up the criteria range to show all the products that were exported over the period 2005-2007 below 100,000.
12. Show ALL the records that would be extracted based on the condition in (k) above.