

SPREADSHEET FEATURES

Name.....

1. Label the different parts of the spreadsheet below with these terms

Worksheet

Row

Column

Data

Text Label

Active Cell

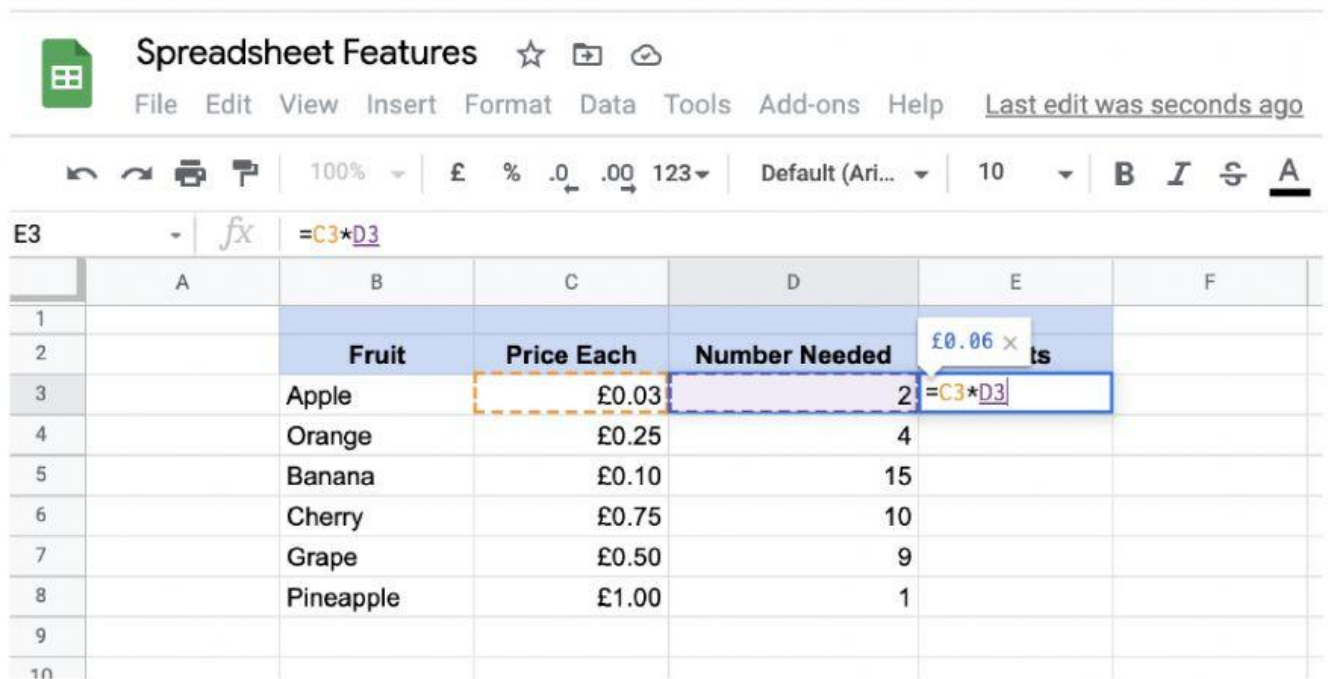
Formula

Cell Reference C9

Menu

Quick Access Toolbar

Formula bar



The screenshot shows a Google Sheets interface. At the top is a menu bar with 'File', 'Edit', 'View', 'Insert', 'Format', 'Data', 'Tools', 'Add-ons', and 'Help'. Below the menu is a toolbar with icons for undo, redo, print, and others. The spreadsheet has columns A through F and rows 1 through 10. The data is as follows:

	A	B	C	D	E	F
1						
2		Fruit	Price Each	Number Needed		
3		Apple	£0.03	2	$\text{£0.06} \times 2$	
4		Orange	£0.25	4		
5		Banana	£0.10	15		
6		Cherry	£0.75	10		
7		Grape	£0.50	9		
8		Pineapple	£1.00	1		
9						
10						

The formula bar at the top shows the formula =C3*D3 for cell E3. A tooltip for cell E3 shows the calculation $\text{£0.06} \times 2$.

2. What symbol must a formula always start with?
3. What symbol would you use to add two numbers together?
4. What symbol would you use to subtract a number?
5. What symbol would you use to multiply two numbers?
6. What symbol would you use to divide a number?
7. Write the formula to work out the cost of the bananas
8. Write the formula to work out the cost of the pineapple
