

# **ECDL<sup>®</sup>**

**European Computer Driving Licence<sup>®</sup>**

**ECDL Spreadsheets  
BCS ITQ L2 Spreadsheet Software**

**Using Microsoft<sup>®</sup> Excel<sup>®</sup> 2016**

**Syllabus Version 5.0**

*This training, which has been approved by BCS, The Chartered Institute for IT, includes exercise items intended to assist learners in their training for an ECDL Certification Programme. These exercises are not ECDL certification tests. For information about Approved Centres in the UK please visit the BCS website at [www.bcs.org/ecdl](http://www.bcs.org/ecdl).*

Release ECDL308\_UKv1

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# Section 1

# Getting Started

**By the end of this section you should be able to:**

**Understand Spreadsheet Principles**

**Start a Spreadsheet Program**

**Recognise the Spreadsheet Screen Layout**

**Use the Ribbon and Quick Access Toolbar**

**Use Help**

**Change Preferences**

**Close a Spreadsheet Program**

Work through the **Driving Lessons** in this section to gain an understanding of the above features.

For each **Driving Lesson**, read all of the **Park and Read** instructions and then perform the numbered steps of the **Manoeuvres**. Complete the **Revision** exercise(s) at the end of the section to test your knowledge.

# Driving Lesson 1 - Starting Excel

## **P** Park and Read

*Excel* is an extremely useful Spreadsheet application (or “app”) created specifically to help in the processing of tabular information, usually numbers. The spreadsheet stores information in rows (across the screen) and columns (down the screen), forming a worksheet (the *Excel* term for a spreadsheet).

Spreadsheets are most commonly used to manipulate figures. They can be used for accounting, cash flows, budgeting, forecasts, etc. Any job that involves the use of numbers can be done on a spreadsheet.

The biggest advantage that a spreadsheet has over other methods of manipulating data is its ability to constantly update figures without the user having to do any calculations. Once a spreadsheet is set up, its calculations will always be correct and any changes in data are automatically updated.



Spreadsheets can also take raw data and present it in an attractive way, with formatted tables and charts.



*The steps required to start Excel vary slightly depending on the version of Windows installed on your computer.*



## Manoeuvres

1. Start your computer and log in to *Windows*.
2. Find and click the **Start** button,  or , found towards the bottom left corner of the **Desktop** on the **Taskbar**.
3. The **Start Menu** appears. Click **All Programs** or **All apps** at the bottom of the **Start Menu** to show a list of available programs.



*If you are using Windows 8, a full **Start Screen** may be shown instead. **All Programs** will appear as a downwards facing arrow.*



4. Find and click the entry for the spreadsheet program **Excel 2016**. You may need to scroll to find it.



*You can also type **Excel** when the **Start Menu** is open to search for and start the program. You may also find a button for it on the **Taskbar**.*

5. *Excel* starts and appears in its own window. Leave the application open for the next lesson.

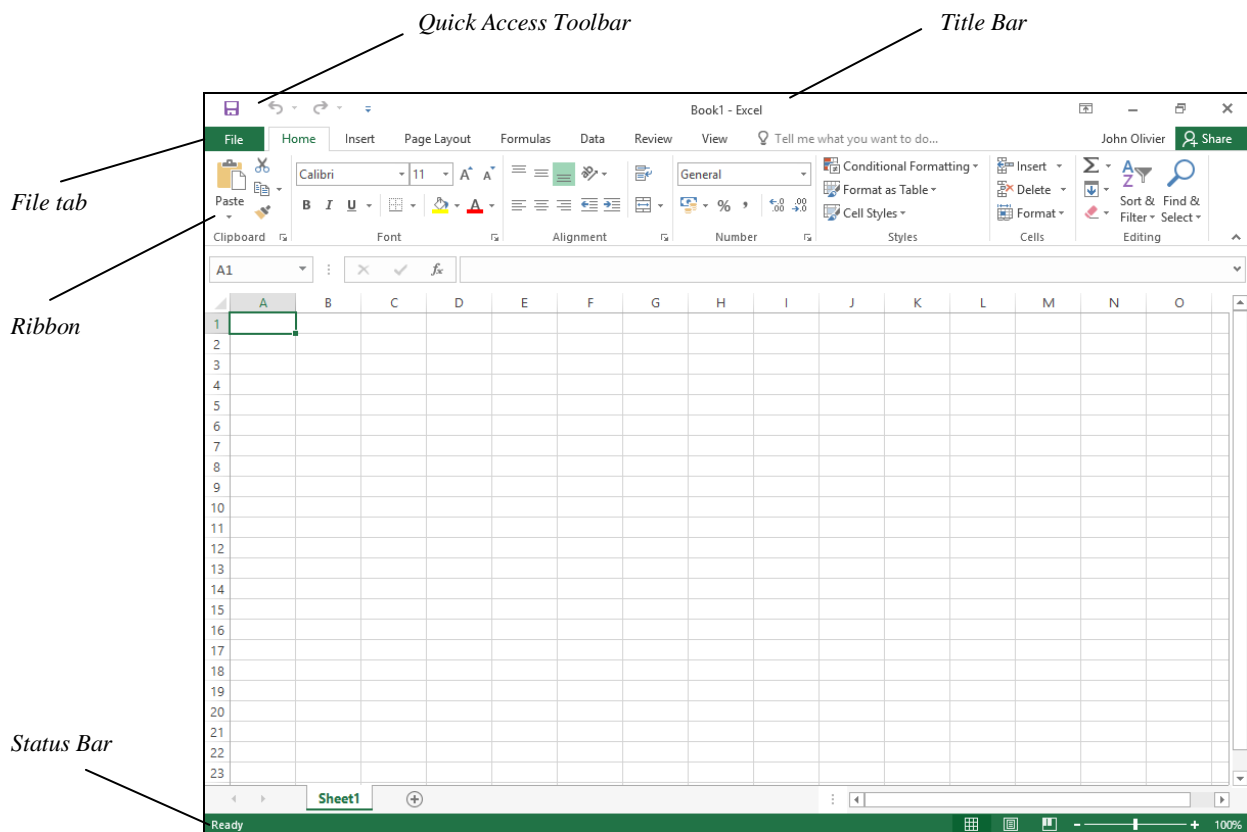
## Driving Lesson 2 - The Excel Screen

### **P** Park and Read

When first started, *Excel* displays a welcome screen showing a selection of templates that can be used to create new spreadsheets. Any recently opened files will be listed on the left.

### Manoeuvres

1. Examine the *Excel* welcome screen. Notice the list of templates that can be used to create new spreadsheets.
2. Click **Blank workbook**. *Excel* displays a new, blank workbook named **Book1** (as shown in the **Title Bar**). A **workbook** is a file that can contain many **worksheets**.
3. The *Excel* screen will be similar to the screenshot below. Check the captions and identify the parts on the screen. **Sheet1** is displayed.



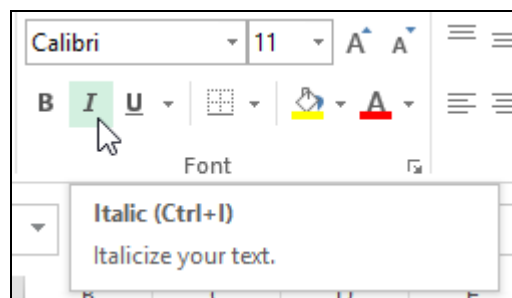
4. The **Title Bar** is the top line of the *Excel* screen. It shows the application and the name of the workbook that is on the screen. Identify the **Title Bar**.
5. The name of the current workbook is **Book1** or similar. Check this in the **Title Bar**.

## Driving Lesson 2 - Continued

- At the top left of the screen the first tab on the **Ribbon** is the **File** tab, **File**. This displays a list of basic program functions such as; **Open**, **Save**, **Print** and **Close**.
- Immediately above this button is the **Quick Access Toolbar**.



- By default this contains three main buttons, **Save**, **Undo** and **Redo**. More buttons can be added.
- Under the **Quick Access Toolbar** is an area called the **Ribbon**. This consists of a range of tabs containing buttons within groups (which you will learn more about in the next lesson).
- The buttons are used to select an action or basic feature. Move the cursor over any button but do not click. Read the **ToolTip** that appears which gives the name of that button and a small description, e.g. **Italic** in the **Font** group.



- The **Status Bar** runs along the bottom of the window. This displays messages as tasks are performed. Check that the current message, at the left, states **Ready**.
- The right side of the **Status Bar** contains **View** buttons and a **Zoom** slider.



- Leave the application open for the next lesson.



## Driving Lesson 3 - The Ribbon

### **P** Park and Read

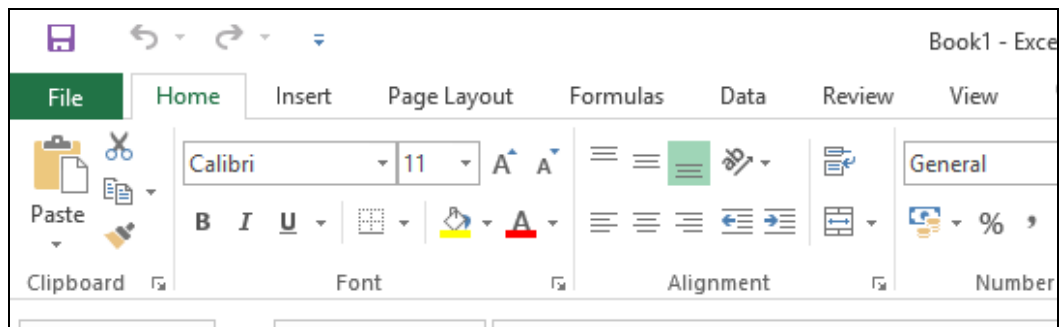
*Excel 2016* has a **Ribbon** which is displayed at the top of the application window. The **Ribbon** contains buttons and drop-down lists to control the operation of *Excel*. The **Ribbon** is divided into a series of **Tabs**, each one of which has a set of controls specific to a certain function or process. On each tab, the controls are further divided into separate **Groups** of connected functions.

Some tabs can be selected manually, whereas some only appear when certain operations are active (for example, only when a **Chart** is active will three **CHART TOOLS** tabs be displayed).



### Manoeuvres

1. On the **Ribbon**, the **Home** tab should currently be selected. Other basic tabs are available.



Part of the **Ribbon** displaying the **Home** tab



Any buttons displayed in pale grey are called *ghosted* and are not available to be selected at present.

2. Notice how the buttons on the **Ribbon** are divided into **Groups** (**Clipboard**, **Font**, **Alignment**, etc.).


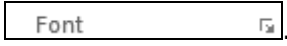


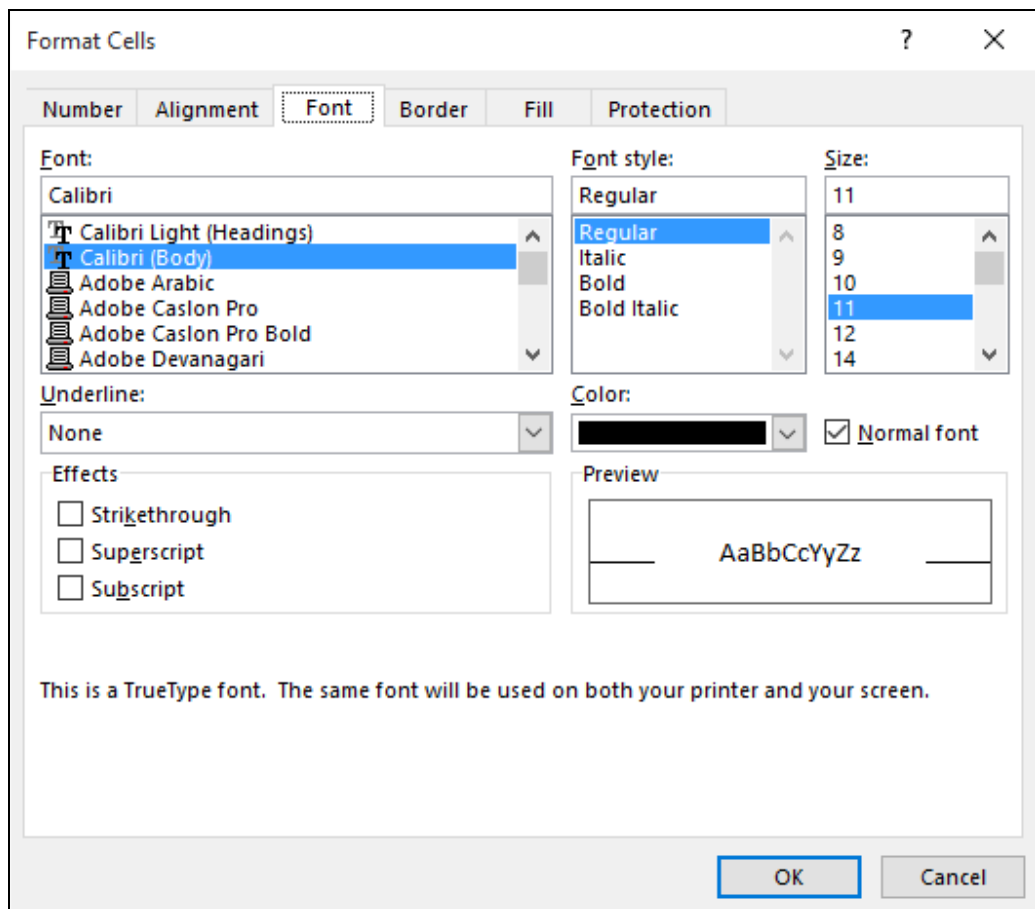
The display of buttons on the **Ribbon** is dynamic. That is, it will change according to how much space there is available. If the window is not maximised or the screen resolution is anything other than 1024 x 768, the **Ribbon** will not always appear exactly as shown in this guide.

3. Some buttons produce immediate effects like the **Bold**, **Italic** and **Underline** buttons in the **Font** group.
4. Buttons with a drop-down arrow lead to further options. Click the **Find & Select** button which is available in the **Editing** group. A list of further options is displayed.



## Driving Lesson 3 - Continued

5. Some options will display a dialog box which needs data to be entered. Click the first option, **Find**, and the **Find and Replace** dialog box is displayed.
6. Click the **Close** button on the dialog box to remove it.
7. Some groups have a dialog box launcher button, , to the right of the group name, e.g. the **Font** group, .
8. Click the **Font** dialog box launcher to display the **Format Cells** dialog box.



9. This is a tabbed dialog box; each tab at the top (e.g. **Number**, **Alignment**, **Font**) can be clicked to see a different set of options. Try it. When you are finished, click **Cancel** to close the dialog box.
10. Display the other basic tabs one at a time: **Insert**, **Page Layout**, **Formulas**, **Data**, **Review** and **View** to see which other commands are available.



There may be a **DEVELOPER** tab displayed, used for controlling macros. This tab is usually not displayed by default.

11. Select the **Home** tab again.




## Driving Lesson 4 - Quick Access Toolbar

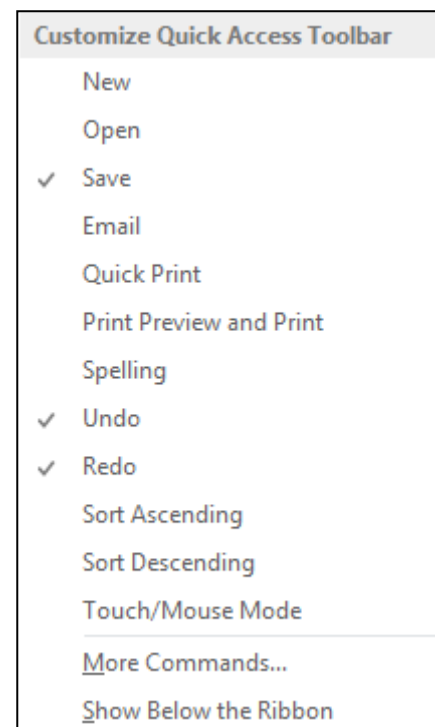
### **P** Park and Read


Most commands in *Excel* are accessed via the **Ribbon**. Above the **Ribbon** is the **Quick Access Toolbar** which contains a few popular command buttons. By default this toolbar has three buttons: **Save**, **Undo** and **Redo**. This toolbar can be customised by adding further buttons.



### Manoeuvres

1. Locate the **Quick Access Toolbar** at the top left corner of the window.
2. Point at each button and read its **ToolTip**. There have been no actions performed yet, so the last two buttons are ghosted (but they still have ToolTips).
3. To the right of the buttons is the **Customize Quick Access Toolbar** button, . Click the button to display a menu. You can add any of the buttons shown by simply clicking them.
4. To add commands not shown, select **More Commands**. This displays **Excel Options**, which is covered later in this guide. For now, click **Cancel** to close **Excel Options**.
5. Minimize the **Ribbon** by clicking the **Ribbon Display Options** button, , which is located at the top right of the screen. Select the **Show Tabs** option.
6. The **Ribbon** is hidden with only the tabs displayed. The ribbon is accessed again by clicking the tabs. Click **Home** and the complete **Home** tab is displayed from which a selection can be made.
7. Click on a cell in the worksheet window. The **Ribbon** is hidden again.
8. To restore the **Ribbon**, click the **Ribbon Display Options** button again,  and select **Show Tabs and Commands**. The **Ribbon** is displayed normally again.



The **Ribbon** can also be minimized by right clicking on it and selecting the **Collapse the Ribbon** option. To restore the **Ribbon** right click on any tab and uncheck **Collapse the Ribbon**. There is also a **Collapse the Ribbon** button at the right end of the **Ribbon**, .

# Driving Lesson 5 - The Worksheet Window

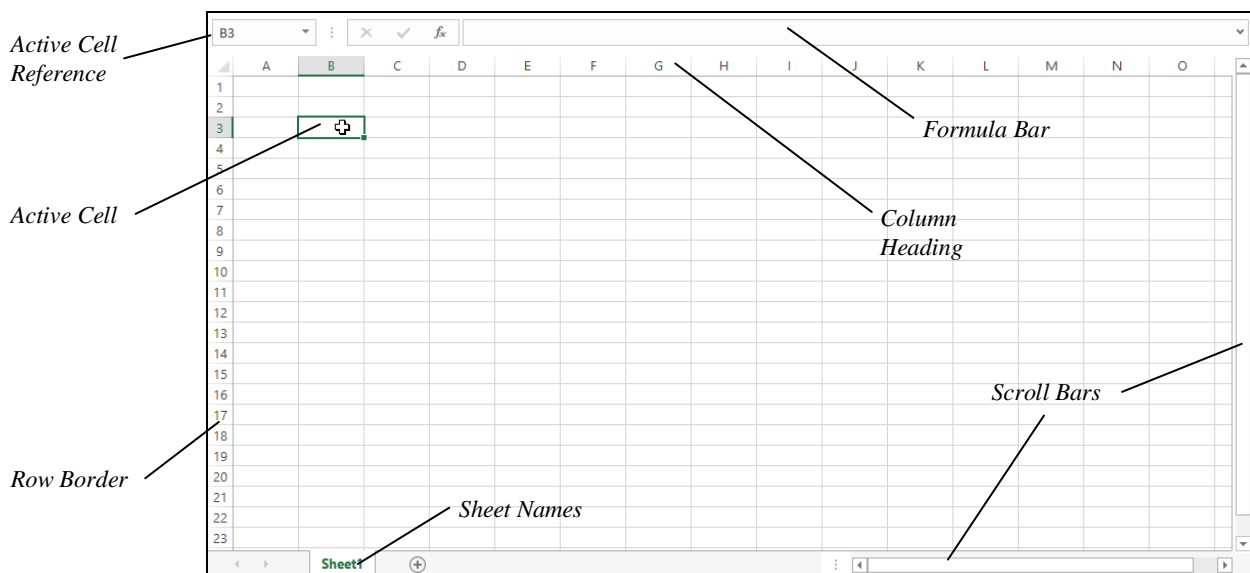
## **P** Park and Read

Spreadsheets help in the processing of numbers. They store information arranged in **rows** (across the screen) and **columns** (down the screen). A **cell** is the intersection of a row and column. It is good practice for each filled cell to contain only a single element of data.

All the cells form a **worksheet** (the *Excel* term for a spreadsheet). Several **worksheets** are bound together and called a **workbook**.

## Manoeuvres

1. Each cell is identified by a column letter and row number which form an intersection, e.g. the cell formed where column **D** and row **8** meet is known as cell **D8**. Move the mouse pointer to cell **B3** and click. The **Current** or **Active** cell is now **B3**. It has a dark green border.



2. Look for the **Active Cell Reference**, which is shown in the **Name Box** at the left of the **Formula Bar**. It displays **B3**.
3. Click in cell **C6**. The **Active Cell Reference** now shows **C6**. These letters and numbers are shown highlighted in the **Row** and **Column Headings** on the worksheet. **C6** is now the **Current** or **Active** cell.
4. The active cell can be moved using various key presses. Press the right cursor key →. The active cell moves right into cell **D6**.
5. Press the down cursor ↓ to move into cell **D7**. Press the left cursor ← to move into **C7**.
6. Press the up cursor ↑. The active cell should now be **C6** again.

## Driving Lesson 6 - Moving Around

### Park and Read

A worksheet is very large. The arrow keys are used for moving small distances. Other keys are used to move bigger distances.



### Manoeuvres

1. Use the right cursor key → repeatedly to move to the column after **Z**. The alphabet is used again with **A** in front, i.e. **AA AB ...**, then **BA, BB ...**, etc.
2. The <End> key followed by an arrow key moves to the edge of the worksheet when empty. To move to the last column press <End> then the right arrow key →. The last column is **XFD** (column 16384).
3. Press the <Home> key. This always returns the active cell to column **A** on the same row.
4. Click on cell **D3**. Press <End> followed by the → key to move to **XFD3**.
5. Press the <Home> key to return to cell **A3**.
6. Press <End> then the **Down** cursor key ↓. The active cell moves down to the last row, **1048576**.
7. Press <Ctrl Home> (hold down the **Control** key and press the **Home** key) to move back to cell **A1**. The key press <Ctrl Home> always moves the active cell back to **A1**.
8. Click on a cell in the centre of the screen and press <Ctrl Home> to move to **A1** again.



*There are other key presses and mouse actions that also move the active cell around a worksheet. These are covered later when a workbook is opened that has cell contents added.*

# Section 4

# Formulas

**By the end of this section you should be able to:**

**Enter Basic Formulas**

**Use AutoSum**

**Check Formulas**

**Check Spelling**

Work through the **Driving Lessons** in this section to gain an understanding of the above features.

For each **Driving Lesson**, read all of the **Park and Read** instructions and then perform the numbered steps of the **Manoeuvres**. Complete the **Revision** exercise(s) at the end of the section to test your knowledge.

## Driving Lesson 26 - Formulas

### **P** Park and Read

A calculation in *Excel* is called a **Formula**.

All formulas begin with an equals = sign, followed by the calculation. The calculation consists of cell references or numbers separated by a mathematical symbol (+ add, - subtract, \* multiply, / divide), e.g. **=A1+A2**.

Formulas are used to calculate answers from numbers that are entered onto a sheet. To create formulas properly you should enter the cell references of those cells used in the calculation rather than just typing in the numbers. This means that if the numbers in these cells are changed later, the formulas will be recalculated and will still be correct.



### Manoeuvres

1. Start a new workbook, select cell **B2** and type in **66**. Move to cell **B3** and type **34**.
2. Move to cell **B4** and enter a formula to add the contents of cells **B2** and **B3** by typing **=b2+b3**. Press **<Enter>**. Click in cell **B4** and note the cell display of **100** and the formula in the **Formula Bar** converts to uppercase.

	A	B	C	D	E
1					
2		66			
3		34			
4		100			
5					

3. In **B6** enter the formula which divides B2 by B3: **=b2/b3**. Press **<Enter>** to confirm the entry and the answer is shown as **1.941176**.
4. Move to cell **A8** and enter the following numbers (use the right directional arrow to complete each entry) into these cells: A8 **35**, B8 **23**, C8 **56**, D8 **99**, E8 **55**.
5. Move to cell **F8** and type in this formula **=a8+b8+c8+d8+e8** and press **<Enter>**. The answer should be **268**.
6. Move back to cell **F8** and enter an = sign to begin the formula. Select cell **A8** and it appears in the **Formula Bar**. Type in the + symbol, then select cell **B8**. Continue entering the + symbol and selecting the other cells until the formula **=A8+B8+C8+D8+E8** is complete again. Note the different coloured cell borders that match the cell references. Press **<Enter>**.
7. Move to cell **B8** and change the value to **43** by over-typing the original value. Press **<Enter>** and the formula in cell **F8** is instantly recalculated. A spreadsheet containing formulas is never out of date.
8. Leave the workbook open for the next lesson.


## Driving Lesson 27 - Brackets

### **P** Park and Read

When more than one symbol is used in a formula, then the order becomes important, e.g. **A1+A2/A3**. *Excel* performs calculations in this order: **B**rackets over **D**ivision, **M**ultiplication, **A**ddition and finally **S**ubtraction (the **BODMAS** theory).



### Manoeuvres

1. Click the **New Sheet** button, , to the right of **Sheet1** (there can be more than one worksheet in each workbook, clicking on a **Sheet** tab displays that sheet).
2. Create the following small worksheet.

	A	B	C
1			
2	Sell Price	10	
3	Buy Price	6	
4	Sold	4	
5	Profit		
6			

3. To calculate the profit, click on cell **B5** and type the formula **=b2-b3\*b4** and press <Enter> to complete the formula.
4. The answer is given as **-14** because multiplication is carried out before the subtraction (according to the **BODMAS** theory).
5. Click on cell **B5** to re-enter the formula, but this time add brackets around the subtraction part of the formula **=(b2-b3)\*b4**. The old formula is replaced by the new.

B5		: X ✓ f_x		=(B2-B3)*B4	
	A	B	C	D	E
1					
2	Sell Price	10			
3	Buy Price	6			
4	Sold	4			
5	Profit	16			
6					

6. Check the answer displayed. Profit per item **10-6**, which is **4**, multiplied by the number sold, **4**, giving **16**.
7. Close the workbook without saving the changes.




*Brackets are added to force **Excel** to perform calculations in a different order. The calculation in the brackets will be performed first no matter what mathematical operation is used.*



## Driving Lesson 28 - AutoSum

### **P** Park and Read

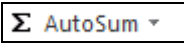
The most common mathematical operation is addition. This calculation can be simplified by the use of a **Function** called **AutoSum**. **AutoSum** adds the contents of cells automatically.

**AutoSum**, , can be found on two **Ribbon** tabs: **Home** and **Formulas**. The **Home** tab has a button in the **Editing** group and on the **Formulas** tab there is an **AutoSum** button in the **Function Library** group.

### Manoeuvres

1. Start a new workbook and enter the following numbers into the cells shown:

	A	B	C	D	E
1					
2		2	1	3	
3		3	5	2	
4		4	2	1	
5					

2. Select cell **B5** and click the **AutoSum** button, , on the **Formulas** tab (within the **Function Library** group). The **AutoSum** feature automatically finds numbers to add.

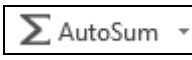
	A	B	C	D	E
1					
2		2	1	3	
3		3	5	2	
4		4	2	1	
5		=SUM(B2:B4)			
6		SUM(number1, [number2], ...)			
7					

3. Press <Enter> to complete the entry. The answer should be **9**. Repeat this in cells **C5** and **D5**.
4. **AutoSum** also adds cells across. Select cell **E2** and click the **AutoSum** button. Press <Enter> to complete the entry. Repeat this in **E3** and **E4**.
5. Close the workbook without saving.
6. Open the workbook **Sum**.
7. Select cell **B7**. The three numbers above need to be added together to find the total number of apples sold in the three month period.

## Driving Lesson 28 - Continued


8. Click the **AutoSum** button, 

	A	B	C	D	E
1					
2					
3	Fruit	Apples	Pears	Oranges	Total
4	Jan	36	38	26	
5	Feb	40	26	37	
6	Mar	53	20	41	
7	Total	=SUM(B4:B6)			
8					
9					

9. Finish the formula by pressing **<Enter>** to sum the numbers above. The answer should be **129**.
10. Move to cell **E4** and click the **AutoSum** button, . The January figures are selected, so press **<Enter>** to complete the formula. The answer should be **100**.
11. Use **AutoSum** to calculate the totals in cells, **C7**, **D7** and **E5**.



**AutoSum** adds the cells above or left depending on where nearby figures are located. If **AutoSum** has figures in both directions it will sum the cells above by default.

12. Use **AutoSum** to calculate the total in cell **E6**. After clicking  you will need to click and drag with the mouse from cell **B6** to cell **D6** to select the range **B6:D6**, as the cells above **E6** are selected by default. Complete the formula by pressing **<Enter>**.
13. Calculate the grand total in cell **E7** (adding cells to the left or above displays the same result, so the default range will be correct).
14. The answer **317** appears.
15. Save the workbook as **Sum Complete** and close it.

## Driving Lesson 29 - Checking for Errors

### **P** Park and Read

A worksheet is of little use if one formula within it is incorrect. Correct spelling is also important. It is vital that workbooks that are to be distributed are checked so that the worksheets contain no text or formula errors.

Formulas must be checked to see that they refer to the correct cells. Some formulas produce **#MESSAGE** denoting an error. Types of errors you need to recognise are:

<b>#DIV/0!</b>	Division by zero
<b>#REF!</b>	Cell reference is not valid
<b>#NAME?</b>	Does not recognise text in a formula

You may also come across the following errors:

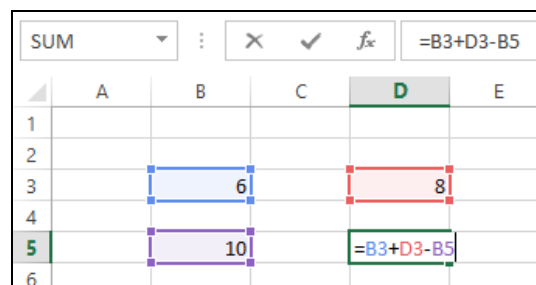
<b>#NULL!</b>	The two areas specified do not intersect
<b>#VALUE!</b>	The wrong argument used
<b>#NUM!</b>	Error with number in formula
<b>#N/A</b>	The value used in the formula is not available
<b>#####</b>	The result is too long to fit into the cell

Mistakes can be checked either visually or, better still, using *Excel's* spell checking facility.



### Manoeuvres



1. Start a new workbook.
2. In cell **B3** type **6**, in cell **D3** type **8**, in cell **B5** type **10** and in cell **D5** enter the formula **=b3+b5-d3**. Press **<Enter>**.
3. Double click on cell **D5** to check the formula.

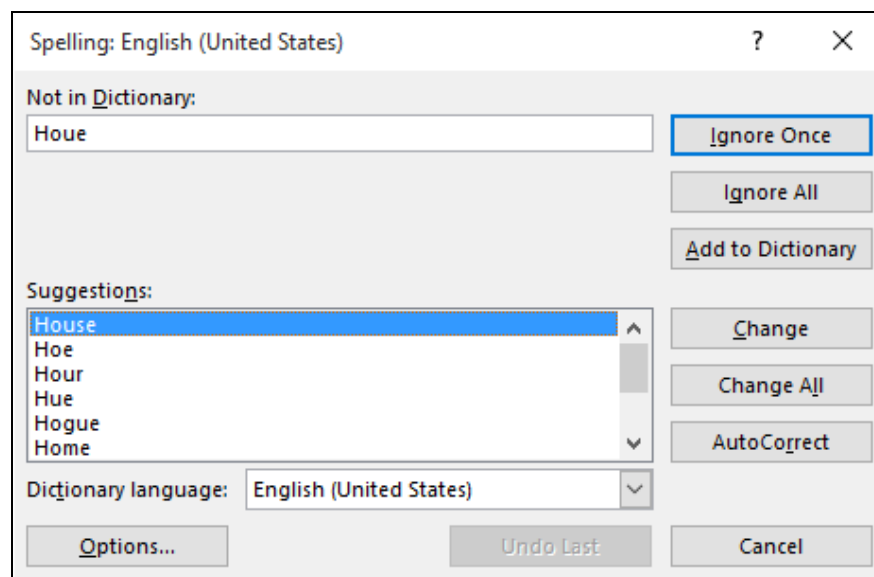


*Excel uses a different colour for each part of the formula.*

4. If your screen matches the above diagram then it is correct. Press **<Enter>**.
5. Close the workbook without saving.

## Driving Lesson 29 - Continued

6. Open the workbook **Formulas**. Check the formulas on row **6** and cell **B12** for errors by double clicking on each cell. Remember to press <Esc> to cancel after checking.
7. There is an error in cell **D6** – it contains a value, not a formula. Enter a formula in cell **D6** to multiply the two numbers above, **=d4\*d5**.
8. Click on cell **E5** and enter **0**. The cell **E6** displays the **#DIV/0!** error message, division by zero. Click on cell **E6** and display the **Formulas** tab.
9. Click the **Error Checking** button,  in the **Formula Auditing** group. The error is described in the **Error Checking** dialog box. Read the information. Experiment with the options and then close It.
10. Close the workbook without saving.
11. Open the workbook **Spell**. With **A1** the active cell, click the **Review** tab and click the **Spelling** button, in the **Proofing** group. 



12. The **Spelling** dialog box will show the first mistake. **A1** is highlighted. The cell should read **House**. The **Suggestions** box displays **House**, so click the **Change** button to correct the error.
13. The **Spelling** dialog box finds the next mistake in cell **A4**. The cell should read **Other**, the **h** has been missed out. Click on **Other** in the **Suggestions** list and then click the **Change** button. Correct the other mistakes on the worksheet.



*Text can be entered directly into the **Not in Dictionary** box, if the required word is not in the **Suggestions** list, or, the error can be ignored.*

14. When finished spell checking, click **OK**.
15. Close the workbook without saving.

## Driving Lesson 30 - Revision

### Park and Read

At the end of every section you get the chance to complete one or more revision exercises to develop your skills and prepare you for your ECDL certification test. You should aim to complete the following steps without referring back to the previous lessons.



### Manoeuvres

1. On a blank worksheet enter the numbers in the cells to match below.

	A	B	C	D	E	F
1					4	
2					7	
3					5	
4					2	
5					4	
6					3	
7					8	
8					9	
9	8	2	4	7		
10						

2. Click in cell **E9**. **AutoSum** is to be used. Will it sum the column or the row?
3. Click the **AutoSum** button on the **Home** tab. Press **<Enter>**. What is the answer?
4. Delete the answer in cell **E9** by clicking in cell **E9** and pressing the **<Delete>** key. You now need to sum the row of numbers. Click the **AutoSum** button, then click and drag from **A9** to **D9** or **D9** to **A9**. Press **<Enter>** to complete the formula. What is the answer?
5. Click on cell **E3** and delete the contents.
6. Delete the answer in **E9**.
7. With cell **E9** active click the **AutoSum** button. You need to add all the column, click and drag the range **E1:E8**, press **<Enter>**. What is the answer?
8. Close the workbook without saving it.



Sample answers can be found at the back of the guide.

# Driving Lesson 31 - Revision

## Manoeuvres

1. Start a new workbook. The worksheet below contains data on boxes of fruit. Insert the following information in the cells indicated.

	A	B	C	D	E
1					
2					
3	Fruit	Apples	Pears	Oranges	Total
4	Jan	6	8	12	
5	Feb	7	6	10	
6	Mar	11	5	9	
7	Total				
8	Sell Price				
9	Income				
10	Buy Price				
11	Profit				
12					

2. Use **AutoSum** to sum the sales for each fruit (in **Row 7**) and for each month (in **Column E**). Calculate a grand total in cell **E7** (using either the column totals to the left or the row totals above).
3. The **Sell Price** of the three fruits are **9**, **11** and **13** for the apples, pears and oranges respectively. Enter this information.
4. The **Income** row should contain formulas that multiply the **Total** by the **Sell Price**. Complete the three cells.
5. The buying prices of the three fruits are **5**, **6** and **7** for the apples, pears and oranges respectively. Enter this information.
6. The **Profit** is a more complicated formula containing brackets. Work out the profit for one box of fruit using subtraction in brackets and multiply by the total number of boxes sold. The result in cell **B11** should be **96**.
7. Create similar formulas to calculate the profit for the pears and oranges.
8. Use **AutoSum** to calculate the total income in cell **E9** and total profit in cell **E11**. This should be **377**.
9. Check all the formulas by double clicking on each in turn and then save the completed workbook as **Fruit Sales** and close it.



Now complete the **Record of Achievement Matrix** at the back of the guide. You should only move on when confident with the topics and features described in this section.