**M3**

**Exploring Spreadsheets**

**Section A**

1. *Open* the spreadsheet called **Books.xls**
2. Fill in the data using the table below.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|   | Day 1 | Day 2 | Day 3 | Day 4 | Day 5 | Day 6 |
| The 3 Pigs | 10 | 9 | 6 | 9 | 15 | 8 |
| Land of the Lost | 3 | 6 | 11 | 9 | 7 | 7 |
| Great Adventures | 5 | 6 | 4 | 6 | 9 | 4 |

\*ensure that each cell is the appropriate size.

1. Type your name and title **Books Read** in Row 2
2. Use the SUM function in cell B9 to add up the total books read in Day 1.
3. *Copy* the formula you entered in cell B9 to the other cells in that row (C9, D9, E9, F9, G9) so that the total books read is shown.
4. Select cells B5 to G5 and create a bar or column chart to show the total books read per day. The chart can be placed underneath the data.
5. *Save* the spreadsheet as Books1.xls in the H:Drive
6. *Print* the spreadsheet with the formulas showing.
7. *Print* the Chart.

**Section B**

1. Open the spreadsheet file **Books2.xls**
2. This chart shows that *Land of the Lost* is the least popular book. What if the reads of *Land of the*

*Lost* double, which would be the least popular book?

Change the spreadsheet so that *Land of the Lost* is read double the current amounts for each day.

1. Use the SUM function or formula to find out how many books of each title were read over the 6 days.
2. Create a new chart to show the new totals for each book. Place the new chart below the old one.
3. In cell A9 write the name of the book that is the least popular now that reads of *Land of the Lost* has doubled.
4. *Add* your name and title in Row 2.
5. *Save* the spreadsheet as **Book2.xls**.
6. *Print* the spreadsheet and chart.