

Formulae and Functions: Hogwalks Houses

1. Open 'hogwalks houses.xls'

2. Save the spreadsheet to your area and call it 'houses'



3. Rename the tab to 'houses'

http://www.teach-ict.net/software/excel/with_sound/formatting/rename_tab.html

4. Change the colours of the house names to:

- Slothering – green
- Robintoes – blue
- Huffandpuff – yellow
- Griffinboar – red

5. Change the house name font to size 14

6. Make the house name font bold

7. Widen the columns so that all of the names can be seen properly

http://www.teach-ict.net/software/excel/with_sound/formatting/column_width.html

8. Highlight cells A3:B3 and make the font bold and size 14.

9. Centre the text in A3:B3

10. Insert a thick black border around the table

http://www.teach-ict.net/software/excel/with_sound/formatting/borders.html

11. In cells B4:B7, enter the numbers for each house that you got from your class questionnaire

12. Centre the numbers in cells B4:B7



13. Highlight cell A1. Make the title size 18 and bold.

14. Pick a font style you like and choose a different colour

15. Merge cells A1:D1

http://www.teach-ict.net/software/excel/with_sound/formatting/merge.html

16. Centre the title

17. Insert an appropriate image to the right hand side of the table

18a In cell C8, write 'Total Number'

18b In cell C9, write 'Average Number'

18c In cell C10, write 'Highest Number'

18d In cell C11, write 'Lowest Number'

19. Make the font in cells C8:C11 bold

20. In cell B8, write a formula to add up the total number of students in all of the houses – hint: you will need to write a SUM formula

http://www.teach-ict.net/software/excel/with_sound/formula/sum.html

21. In cell B9, write a formula to work out the average number of students in all of the houses – hint: you will need to write an AVERAGE formula

http://www.teach-ict.net/software/excel/with_sound/formula/average.html

22. In cell B10, write a formula to work out the highest number of students in all of the houses – hint: you will need to write an MAX formula

http://www.teach-ict.net/software/excel/with_sound/formula/max.html

23. In cell B11, write a formula to work out the lowest number of students in all of the houses – hint: you will need to write an MIN formula

http://www.teach-ict.net/software/excel/with_sound/formula/min.html

24. Insert your name as a footer print
http://www.teach-ict.net/software/excel/with_sound/insert_delete/insertfooter.html

25. Set the print area for the part of the spreadsheet that you want to
http://www.teach-ict.net/software/excel/with_sound/printing/print_area.html

26. Set the page to print to one sheet print and landscape
http://www.teach-ict.net/software/excel/with_sound/printing/print_portrait_landscape.html

27. Set the page to print with gridlines print
http://www.teach-ict.net/software/excel/with_sound/printing/print_gridlines.html

28. Set the page to print with sheet row and column headers print
http://www.teach-ict.net/software/excel/with_sound/printing/print_row_columnheaders.html

29. If you have permission from your teacher, print the page

30. Find out how to display your formulas print
http://www.teach-ict.net/software/excel/with_sound/formula/formula_show.html

31. Resize your columns

32. Set the print area print again

33. If you have permission from your teacher, print out your formulae

34. Annotate both sheets.

For your main sheet, explain things such as resizing column widths, changing the font, inserting images, adding borders etc

For your formula sheet – point out the different formulas that you used and explain how they are working.

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