

INFORMATION TECHNOLOGY

SPREADSHEETS

PART 3

In **Part 1** we have already created formulas using the Functions: Sum, Average and Count.

In **Part 2** we used functions AutoSum, COUNTIF and created a formula that calculated a value using cells from different sheets.

SHEET 1

	A	B	C	D	E	F
1	Patients seen by doctors					
2						
3		This Year	Last Year		Position	
4	Dr Smith	120	110	230	GP	
5	Dr Lam	80	70	150	GP	
6	Mrs Dapper	50		50	Nurse	
7	Prof Plum	102	105	207	GP	
8						
9	Total Patients	352	285			
10	Average number seen	88	95			
11	Number of Values	4	3			
12	Number of Doctors				3	

1. Left click tab “sheet 2”

	A	B	C	D	E	F
1						
2						
3		Rate per patient	This Year	Last Year		
4	Dr Smith	20.25	2430	110		
5	Dr Lam	29.3	80	70		
6	Mrs Dapper	24.1	50			
7	Prof Plum	30.14	102	105		
8						
9						
10						

2. Enter the following:

[D4] =Sheet1!C4*B4

3. Highlight cells C4 to D4

4. At the bottom right corner of cell D4 is a small black square. Move Mouse cursor

towards square until mouse cursor changes to a “+”, then hold down left mouse button and drag mouse down to cell D7.

Including tests

5. Left click the Column “C” letter

6. Right mouse click | Insert

7. [C3] “This Year Bonus”

8. [C4] =IF(D4>=1500,D4*10%,0)

[The value of cell C4 will be 10% of the value of D4 if the value held in D4 is not less than 1500, otherwise C4 will be zero]

9. At the bottom right corner of cell C4 is a small black square. Move Mouse cursor towards square until mouse cursor changes to a “+”, then hold down left mouse button and drag mouse down to cell C7.

Formatting data

10. Highlight cells B4 to E7

11. Right Mouse click | Format Cells | Currency and click OK

12. Highlight cells C4 to C7

Condition Formatting

13. Home | Conditional Formatting | Highlight Cells Rule | Equal To =Max(\$C\$4:\$C\$7)

14. With Green and click OK [The cell in the range of C4 to C7 with the highest value will have a Green background]

15. Increase the rate per patient for Dr Smith to £30.25
16. select sheet1
17. Left click the Column “D” letter
18. Right mouse click | Insert
19. [D3] “Percentage Change”
20. [D4] $= (B4 - C4) / B4$
21. At the bottom right corner of cell D4 is a small black square. Move Mouse cursor towards square until mouse cursor changes to a “+”, then hold down left mouse button and drag mouse down to cell D7.
22. On the Home tab in the Number section click %
23. Click File | Print
24. Click back arrow in top left
- Formatting Borders
25. Highlight cells A1 to F12
26. Right Mouse click | Format Cells | Border
27. Under line style click on thick line then select *Outline*
28. Under line style click on dash line (----) then select *Inside* and OK
29. File | Print
- Adding Macro Code

30. Enable Developer tab:

File | Options, and then click Customize Ribbon from the left pane, and check Developer

31. Save as a Macro enabled workbook:

File | Save As | Excel Macro-enabled Workbook

32. Click Developer tab

33. Insert | Button | New

34. Enter Visual Basic code to change font size:

```
Dim myValue As Variant
```

```
myValue = InputBox("What Font size?", "Font", 20)
```

```
ThisWorkbook.Worksheets("Sheet1").Range("A1:E12").font.Size = myValue
```

29. Save