

INFORMATION TECHNOLOGY

SPREADSHEETS

PART 2

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

-	A	B	C
1	Patients seen by Doctors		
2			
3		This Year	Last Year
4	Dr Smith	120	110
5	Dr Lam	80	70
6	Mrs Dapper	50	
7	Prof. Plum	102	105
8			
9	Total patients	352	285
10	Average number seen	88	95
11	Number of values	4	3

Charts

1. Highlight cells A3 to C7
 2. Left click Insert on toolbar and then select either Insert Column Chart or Insert Bar Chart on the Ribbon bar.
 3. Select 2-D Column (Chart displayed)
-
4. [D3] “Total To date”

5. Left click cell D4 then on the Ribbon bar click Formula | AutoSum (Σ) and then Enter.
6. 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.[The formula in cell D4 is copied into cells D5, D6 and D7 but the formula is modified automatically for the Row change]
7. [E4] =REPT(“I”,D4)
8. At the bottom right corner of cell E4 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 E7.
9. [A12] “Number of Doctors”
10. [E3] “Position”
11. [E4] “GP”
12. [E5] “GP”
13. [E6] “Nurse”
14. [E7] “GP”
15. [E12] =COUNTIF(E4:E7,"GP")
16. Highlight cells A3 to C7
17. Click Home | Copy on the Ribbon bar
18. Left click tab “sheet 2”

19. Left click cell A3

20. Home | Paste

21. Left click the Column “B” letter

22. Home | Rows and Columns | Insert Cell |
Insert Columns

23. Left click the Column “B” letter

24. Right mouse click | Insert

Using Values from different sheets

25. Enter the following:

[B3] “Rate per patient”

[B4] 20.25

[B5] 29.30

[B6] 24.10

[B7] 30.14

[C4] =Sheet1!B4*B4

[This means: Take the value held in cell B4 on Sheet 1 and multiply
by the value held in cell B4 on this sheet]