

Reference A

School Store Spreadsheet

Directions: Use the spreadsheet below to answer the questions.

	A	B	C	D
1	<u>Item</u>	<u>Price</u>	<u>Quantity</u>	<u># Sold</u>
2	Folder	3	12	9
3	Pens	1.5	30	25
4	Markers	3	15	12
5	Notebook	4.5	10	8
6	Calculator	10	10	4

- 1) How many folders are unsold? What math formula did you use?
- 2) How much money did the school store make from calculator sales? What math formula did you use?
- 3) Which item made the most money?

Reference B

Pair Explore

+	-	*	/	Σ
Addition	Subtraction	Multiplication	Division	AutoSum

Directions: Complete the following steps:

1. Open Excel and type the following chart of restaurant sales:

	A	B	C	D
1	<u>Item</u>	<u># Sold</u>	<u>Price</u>	<u>Sales</u>
2	Burgers	12	7.5	
3	Cookies	29	1.5	
4	Tacos	19	3.5	
5	Egg rolls	26	3	
6	Oranges	28	1	

2. Multiply to find the total Sales for Burgers.
3. Use Fill to find the Sales for all items.
4. Which item made the most money?
5. Use AutoSum to find the total sales.

Handout A

School Store Spreadsheet

+	-	*	/
Addition	Subtraction	Multiplication	Division

Directions: Use the spreadsheet below to write formulas to find answers the questions .

	A	B	C	D
1	<u>Item</u>	<u>Price</u>	<u>Quantity</u>	<u># Sold</u>
2	Folder	3	12	9
3	Pens	1.5	30	25
4	Markers	3	15	12
5	Notebook	4.5	10	8
6	Calculator	10	10	4

<u>Question</u>	<u>Formula</u>
How many folders are unsold?	=C2-D2
How much money was made selling folders?	=B2*D2
How much money was made selling markers?	
How many pens are unsold?	
How many calculators are unsold?	
How much money was made selling notebooks?	

Handout B

Restaurant Sales

Directions: Complete the following independently:

+	-	*	/	Σ
Addition	Subtraction	Multiplication	Division	AutoSum

1. Open Excel and type the following spreadsheet for a restaurant's sales:

	A	B	C	D
1	<u>Item</u>	<u>Quantity</u>	<u># Sold</u>	<u>Unsold</u>
2	Burgers	15	12	
3	Cookies	40	29	
4	Tacos	25	19	
5	Egg rolls	30	26	
6	Oranges	33	28	

2. Find the number of unsold **Burgers** using **subtraction** (minus).
3. Use **Fill** to find the number unsold for all items.
4. Which food had the most unsold items? _____




Handout C

Excel Formulas

Directions: Draw a line to connect the definitions with the words.

Adds up a group of numbers	Formula
A mathematical equation	Fill
Place to write formulas	AutoSum
Copies a formula to other cells	Formula Bar

Directions: Find and circle the following items in the ribbon.

		
Formula Bar	Fill	AutoSum

