

Dig the data Google Spreadsheet – Quest 3 Formulas

Introduction

Now that you have created your basic spreadsheet for the party and have formatted it. One of the useful tools of a spreadsheet is having the ability to do calculations. It can do most everything a calculator todo if you know how to create a formula. All formulas start with an equal sign. Let's calculate how many people will be coming to your party!

Using a Formula to Add a Column

Step 1 - Put an addition formula in the B column below the last number of invitees. Our example is using B8.

	A	B	C
1	Carolyn Birthday Party		
2	Name	# Invited	# Attending
3	Family	5	5
4	Grandma and Grandpa	2	1
5	Uncle Gus Aunt Francis	4	2
6	9 Cousins + Friend each	18	13
7	Team + 2 Coaches	43 x	10
8	TOTALS	=sum(b3:b7)	

The formula should look like one of these:

=B3+B4+B5+B6+B7 **or** =SUM(B3:B7)

Notice B3 is the cell for the first number of invited guests, and B7 is the last cell with a number of invited guests. So we want to add all the numbers in the cells starting with B3 down to B7 (B3:B7)

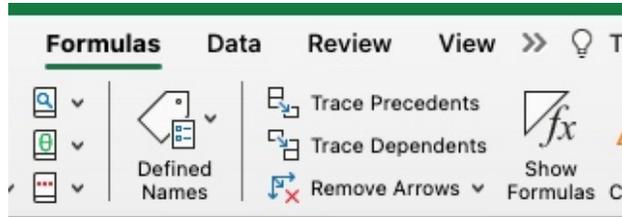
After you enter the formula, click on Return or Enter, and the total will appear instead of the formula.

Step 2 - Put an addition formula in column C below the last number of people attending. The process is the same as above. You may also experiment with using the FUNCTIONS button on the toolbar.

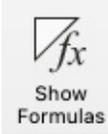
Step 3 - When you click off the formula it should automatically add the numbers.

Step 4 - To view the formulas in your spreadsheet

- For Google Sheets, go to VIEW in the menu and select ALL FORMULAS. This shows you all the formulas on the sheet.



- For Excel go to the Formulas tab,

and locate the  .

Step 5 - Take a screen shot of your spreadsheet with ALL the FORMULAS showing. Ask your teacher how they want you to share it with them or to paste it into the Student Portfolio Template.

Step 6 - To not see all the formulas

- Google sheets you will go back to the VIEW menu and select ALL FORMULAS to hide them.
- For Excel click on the Show Formulas icon to hide them.