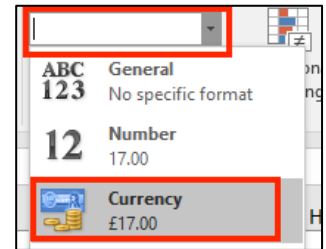# Swimming Lessons Spreadsheet – Part 1

1. Open the **swimming lessons** spreadsheet

2. Make the **columns** wide enough to read all the text

3. Change the **format** of the numbers in column C to **Currency (£)**

   HINT: highlight the cells and use the General drop down at the top

4. Change the number of people taking **adult judo** lessons to **34**

5. Change the cost of **adult swimming** lessons to **£6.50**

Inserting a new row

6. **Insert** a row **above Child judo**:

   a. **Click** on the **number 4** on the left to highlight the whole of row 4

   b. <u>**Right click**</u> on the 4 (actually on the 4)

   c. Choose **Insert**

      A new row should appear

   d. In the row add the following: **Lifesaving, 12, £8.50**

Using Formulae

7. In cell **D2** enter a formula to calculate the amount of money made from child swimming lessons

   HINT: this is a multiplication formula using *

   HINT: formula always start with an equals sign

   HINT: your formulae should use cell references (like B2 and C2_

8. **Copy** the formula down the column to include all the lessons

   a. Click in cell **D2** and move the mouse over the **bottom right corner** of the cell

   b. A dark square should appear

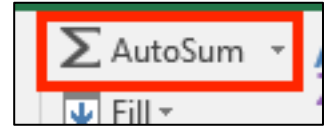   c. Drag the square down to the end of the data table

Make sure you have the right formulae in each cell. Click in each one and check the formula at the top in the formulae bar.

Using Functions

9. In cell **A8** type the text **Totals**

10. In cell **B8** enter a **function** to calculate the total number of people who take lessons

    HINT: this will be a **SUM** function

    HINT: use the **Autosum button**

11. In cell **D8** enter a **function** to calculate the total amount of money earned from lessons

Adding headers and formatting

12. Insert **two new rows** above the data table (**right click** on the 1 > **Insert**)

13. Add a title of **Leisureworld Lessons** in the top row of your spreadsheet

14. **Format** the title to be **size 18**, **bold** and *italic*

15. Add **borders** to the data table

    HINT: highlight all the cells in the table and click the borders button > **all borders**
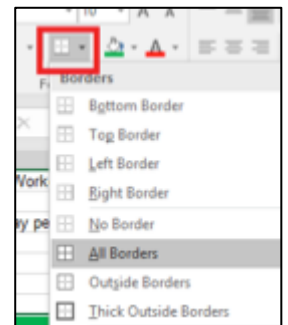
16. Make the **column headings** bold (the words Lesson, Number of people etc...)

17. Use the **Wrap Text** button on the ribbon to format the long column headings

18. **Resize** the column widths as needed
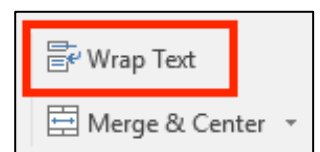
Printing the sheet

19. Save your spreadsheet using the filename **Leisureword Lessons**
    - **File** > **Save As**

20. Change the orientation to **landscape** (**Page Layout** > **Orientation**)

21. Add your name as a Header:
    - **Insert** > **Header and Footer** > Enter your name in one of the headers

22. Check the print preview (**File** > **Print**)

    There is no need to actually print the sheet