



BIE Homework Sheet – Year 10

Date Issued: Week commencing 01/12/2008

Date Due In: Week commencing 08/12/2008

Spreadsheets- The Basics

Q1 Say which of the following statements are true and which are false:

- A) Spreadsheets can display numbers but not text.
- B) Spreadsheets can be used to record data.
- C) They can search for particular items of data.
- D) They can predict when the world's going to end.
- E) They can perform calculations based on data.
- F) They cannot produce graphs and charts.

Q2 Answer **yes** or **no** for each of the following things, to say whether a spreadsheet would be capable of doing them or not:

- A) storing patients' records in a doctor's surgery.
- B) creating a graph to illustrate the comparative prices of CDs now and twenty years ago.
- C) recording the progress of a team of highly skilled workers, all striving to attain optimum productivity levels between naps.
- D) calculating the amount of money saved on pizza once uncle Umberto moved back to Sicily.
- E) hugging my mum.

Q3 Spreadsheets are made up of rows and columns. What are the individual units within them called?

Q4 a) What three things may be entered into a cell?

- b) Can a cell contain more than one of these at any time?
- c) Say which of the following cells have a numerical value zero. Rewrite the ones that do, so that they have the right numerical value.

i) ii) iii) iv)

Q5 What is meant by the term **text string**?

All Homework must be handed in on the date requested. If you hand in homework late or it is of an unacceptable standard you will be given a Period 6.