

What is Microsoft Excel?

Software for creating spreadsheets

- Performs math calculations **for you**
- Sorts and filters data **for you**
- Creates graphs **for you**
- Organises data **for you**
- Makes data tasks **easy** and **user-friendly**

Item Cost Table							
Item	Cost per Item	Amount Sold	Total Cost	Target Reached?	Yes		
Starburst	£0.80	5	£4.00				
Kitkat	£0.90	12	£10.80	Profit Made?	No		
Mars Bar	£0.90	13	£11.70				
Skittles	£0.60	4	£2.40				
Minstrels	£0.70	11	£7.70				
Tic Tacs	£0.50	20	£10.00				
Total Amount Sold	65	Average Amount Sold	11	Minimum Amount Sold	4	Maximum Amount Sold	20
Total Cost of All Items	£46.60	Average Cost of All Items	£7.77	Minimum Cost of All Items	£2.40	Maximum Cost of All Items	£11.70
Cost of Setup	50						

Used by **750 million people** worldwide

Looked on by employers as **more important than Word skills!**

ICT – Excel Skills

Step 1 – Open the Worksheet

Step 2 – Complete **every activity** within the worksheet

Step 3 – Complete additional challenges

Who should you ask?

Try it yourself
Look it up online

Additional Challenges:

Each worksheet contains **extra tasks** to make you think about **why** you have made certain choices