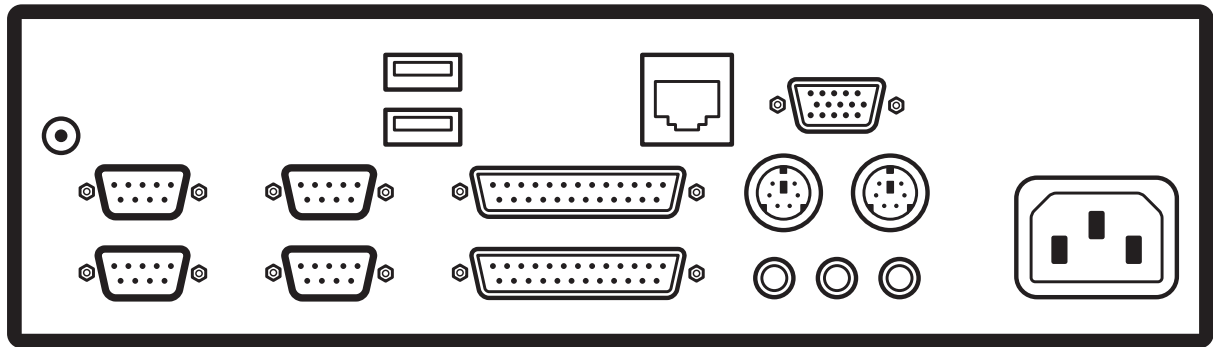
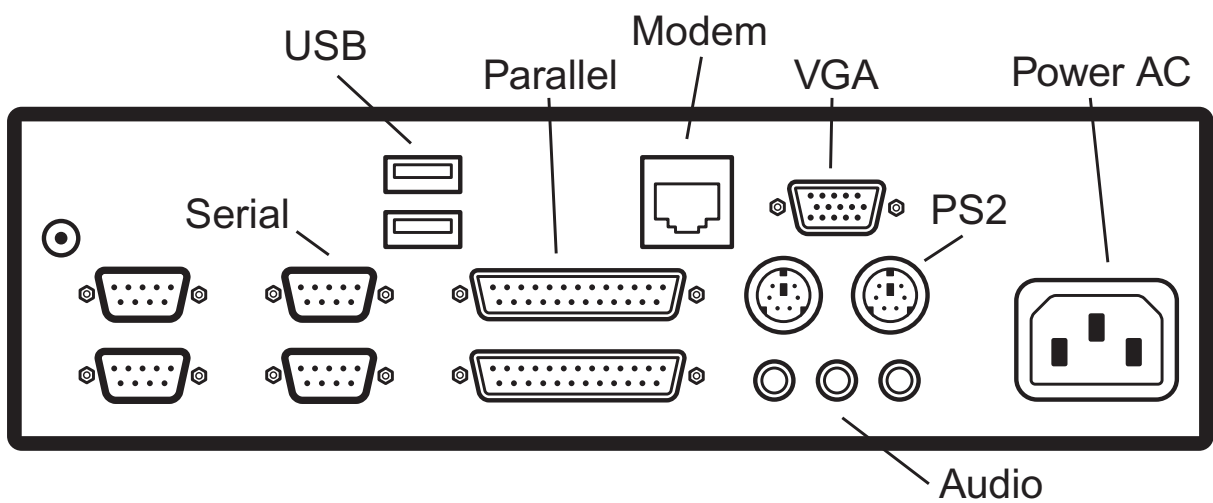


J1

PC Set Up



Answer



J1

Word Processing

Formatting

Change each line or word to the format that it describes.

Arial 12point Font

Times New Roman 20point Font

Verdana 8point Font

The following are all set up as Arial 10 point but you could compare how they look using the different fonts.

Bold

Italics

Underlined

Bold + Italics

Small Capitals

Centred on the page

Aligned Right

This paragraph will need to be fully justified so that both the left and right side of the text lines up with the edge of the margins in a square block. This will only work if the text is nearly a full line.

Bullets and Lists; Change the first list into a list with bullet points, the second into a list that has consecutive numbers.

List 1

List details for bullets
List details for bullets
List details for bullets
List details for bullets
List details for bullets

List 2

List details for numbering
List details for numbering
List details for numbering
List details for numbering
List details for numbering

J1

Spreadsheets

Functions

All mathematical function in spreadsheets must start with a = sign. This tells that it is to be a calculation

1. SUM Function =SUM()

The sum function is probably the most commonly used function. This avoids the need for selecting each cell and adding them individually with standard plus signs. It is used to calculate the value of a range of cells, either in a row or column or both. Use the table below to sum the 4 rows, then the 4 columns and then all the numbers in the table.

	A	B	C	D	Total
e.g.	1	2	3	4	10
r1	1	9	11	89	
r2	24	1	14	8	
r3	6	9	7	14	
r4	5	5	6	99	
Total					

2. Average Function =AVERAGE()

The average function allows you to take an average of a group of numbers. Use the table below to work out the average of each row, column and the table itself.

	A	B	C	D	Total
e.g.	1	2	3	4	2.5
r1	1	9	11	89	
r2	24	1	14	8	
r3	6	9	7	14	
r4	5	5	6	99	
Total					

3. Percentages

J1

Functions ctd.

4. IF =IF (Criteria, if Yes, if no)

The IF statement is used to check a statement is either true or false. The body of the function is set up in 3 parts:

1. Criteria
2. Result if it meets the criteria
3. The result if it does not meet the criteria

e.g. IF Cell B42 is greater than 10 then the answer is Yes, if it is not then the answer is No.

Type in a number into Cell B42 below and see what the answer is in C41, it is currently set to No

	No
--	----

Try some of your own using Greater or Less than and Equal to calculations with your own results as the positive or negative answers.

1
2
3
4

5. LOOKUPS

=VLOOKUP (Lookup Value, Table, Column, Match or Not)

=HLOOKUP (Lookup Value, Table, Row, Match or Not)

Look up function is a very powerful function that allows information in a named table range to be looked at and the information contained returned. This means you can store a set of values and then look it up in the table. Look ups are in row and column format (horizontal and vertical). The task and example use VLOOKUP to look up a column in a table.

We have a table of values which we have named 'points':

Points	Grade
50	Gold
40	Silver
30	Bronze
20	Unlucky
10	Rubbish

J1

Functions ctd.

Our lookup would be added into the the column 'Grade' below and then it would look up the points in Column B (2 in the table) from the 'points' table to determine the cities grade.

Name	Points	Grade		
London	10	VLOOKUP (B67,points,2,FALSE)		
Portsmouth	50	Gold		
Manchester	20	Unlucky		
Plymouth	40	Silver		
Birmingham	30	Bronze		
Chester	30	Bronze		
Liverpool	20	Unlucky		

Try your own below:

1. Create a table to lookup.

[illegible]

2. Now create your results to show.

[illegible]