**Lesson 3 Excel**

1. Linking into our PSHE lesson last week on healthy lifestyles, I would like you to keep a tally over the next few days of the number of fruit and vegetables that you eat. You could also keep a record of what other family members eat to compare.

2. Once you have collected your data, if you have access to Excel at home, make a table to represent your results. Think back to the spreadsheet table that we created in class last week with your M & Ms. It could look something like this:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|   | Me | Mum | Dad | Brother | Sister | Total |
| Apples |   |   |   |   |   |   |
| Strawberries |   |   |   |   |   |   |
| Plums |   |   |   |   |   |   |
| Carrots |   |   |   |   |   |   |
| Broccoli |   |   |   |   |   |   |
| Total |   |   |   |   |   |   |

Remember: a) do not put anything into cell A1

 b) you can change the background colour of the fruit / vegetable

 c) make sure your table has all borders selected

Have a go d) try and change the font style and size and colour

 e) can you ‘centre’ the wording so the words appear in the middle

If you do not have Excel at home on a computer, please don’t worry. You can create the same table by drawing it out yourself. You could even name the columns A B C etc and the Rows 1 2 3 etc so it looks like a spreadsheet.

3. Now add in the data that you have collected over the past few days. Your table should look something like this:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|   | Me | Mum | Dad | Brother | Sister | Total |
| Apples | 4 | 2 | 4 | 6 | 3 |   |
| Strawberries | 6 | 3 | 4 | 2 | 1 |   |
| Plums | 2 | 4 | 6 | 0 | 5 |   |
| Carrots | 10 | 5 | 2 | 2 | 0 |   |
| Broccoli | 2 | 6 | 1 | 4 | 4 |   |
| Total |   |   |   |   |   |   |

If you do not have Excel, then please add in the data yourself into your table.

4. Can you remember how to calculate the totals? If you start in the first total box and write **=SUM(B2:B6)** it will add up the numbers between those cells for you – the magic of Excel! You may have to change the cell numbers if you have a different number of rows and more data!

Remember once you have done this first calculation, if you drag across with the **+ cursor** it will remember the calculations for the whole row, You can calculate the totals for both the columns and the rows and your table should look like this:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|   | Me | Mum | Dad | Brother | Sister | Total |  |
| Apples | 4 | 2 | 4 | 6 | 3 | 19 |  |
| Strawberries | 6 | 3 | 4 | 2 | 1 | 16 |  |
| Plums | 2 | 4 | 6 | 0 | 5 | 17 |  |
| Carrots | 10 | 5 | 2 | 2 | 0 | 19 |  |
| Broccoli | 2 | 6 | 1 | 4 | 4 | 17 |  |
| Total | 24 | 20 | 17 | 14 | 13 |   |  |

You can always calculate these totals yourself if you are drawing your own table.

5. Please email Mrs Whalley your finished work or bring in your drawn tables next week when we are back at school. She will then send me your work. If you want to create any other Excel data tables, I’d love to see them too!