

3. Spreadsheets

In the diagram below, a spreadsheet has been created to show the stock of the Big Pencils company

	A	B	C	D	E
1	Big Pencils				
2	Item	Price	Quantity Sold	Total	
3	Pencil	0.150	7		
4	Ballpoint pen	0.235	8		
5	Novelty eraser	0.085	10		
6	Coloured crayon set	0.450	4		
7	Total				
8					
9					

a. Write down the cell reference of a cell that contains numeric data

_____ [1]

b. Suggest a formula that would be written in cell D3

_____ [1]

c. Describe how you would replicate this formula into cells D4 to D6

_____ [3]

d. Suggest a formula that would be written in cell D7

_____ [1]

e. Coloured crayon sets are to be dropped from the stock list. Describe the steps you would take in order to amend your spreadsheet to show this.

_____ [4]