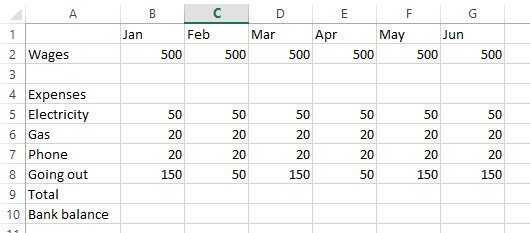
Storing data effectively- Excel.

1. Open an excel sheet up and enter the data as it appears below.



1. You now need to enter a formula into the spreadsheet to add up the monthly outgoings and calculate the final bank balance.
   1. To add up you need to ask the computer to do a SUM, to do this enter the formula below in cell B9:

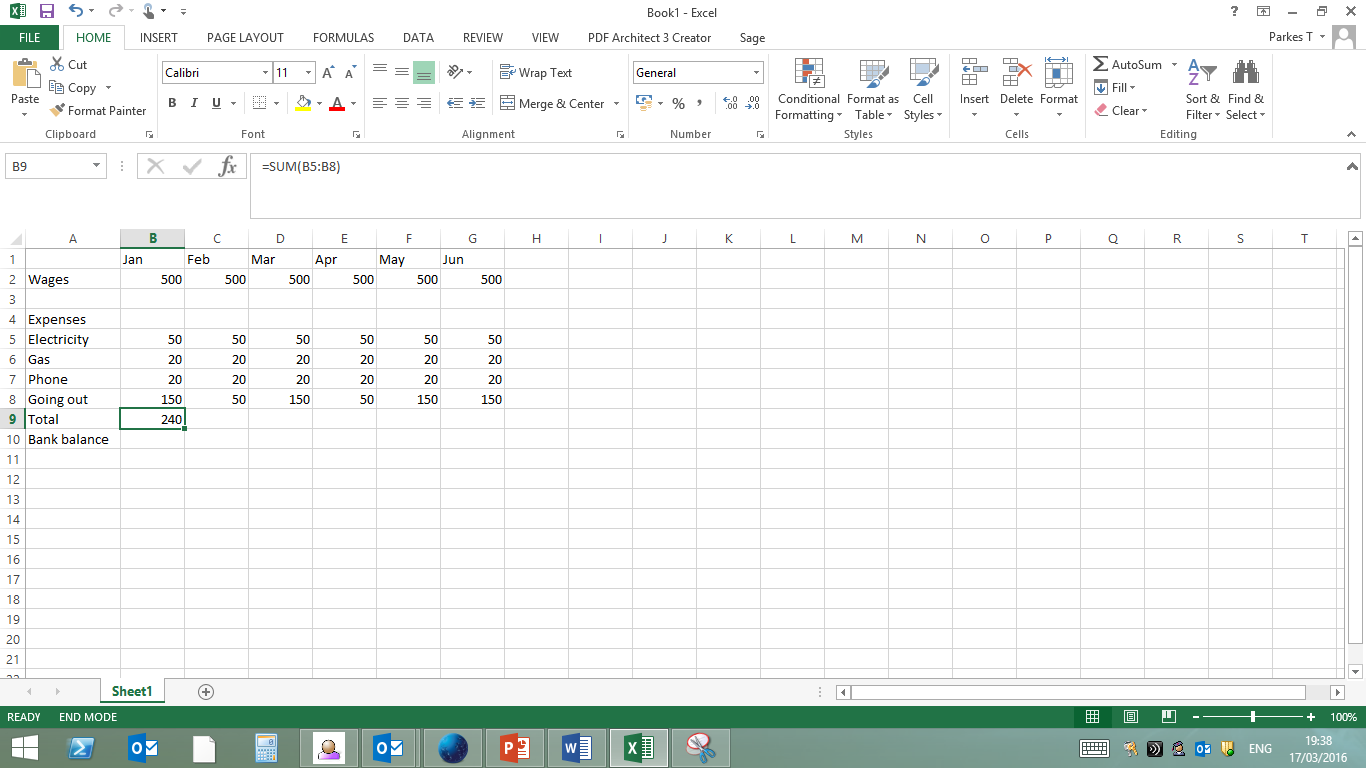
=sum(B5:B8)

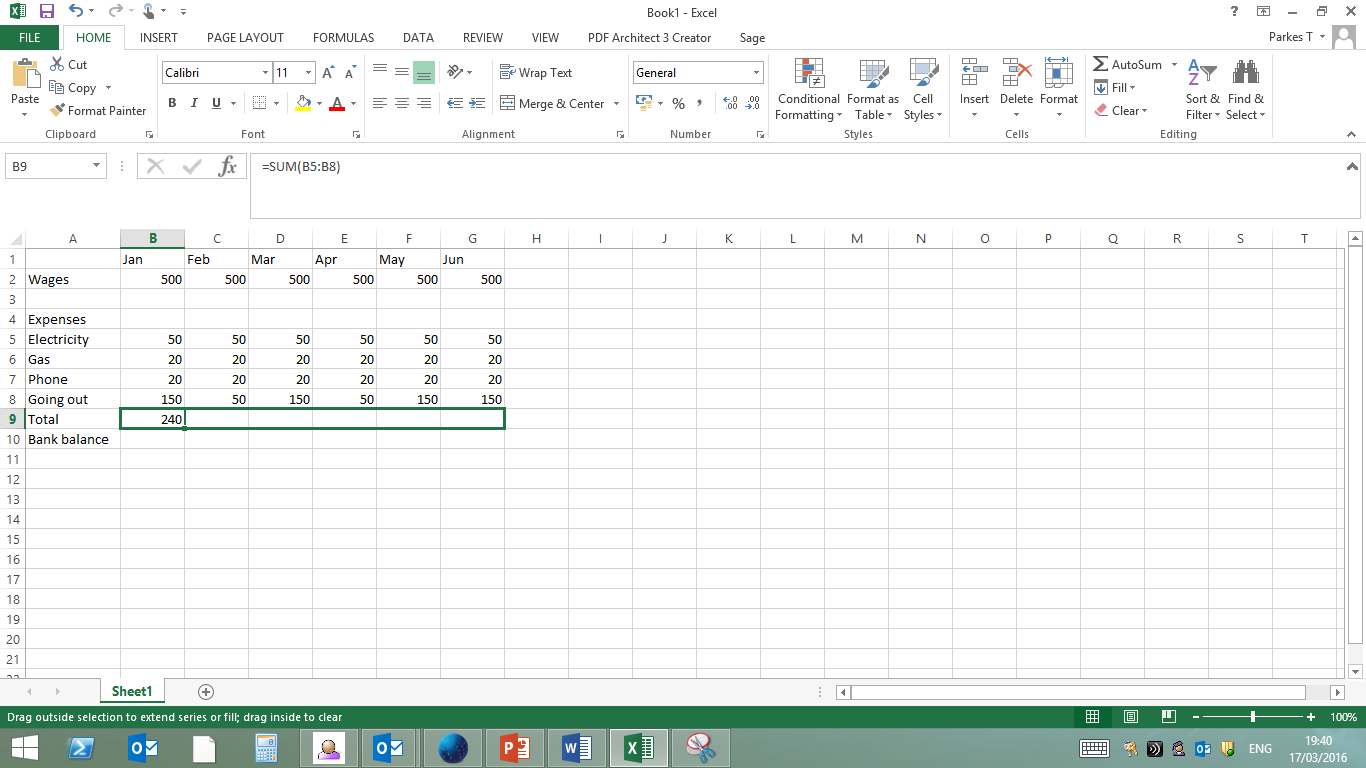
This is telling the computer it needs to add up all the figures in cells B5 B6 B7 and B8 and put it here.

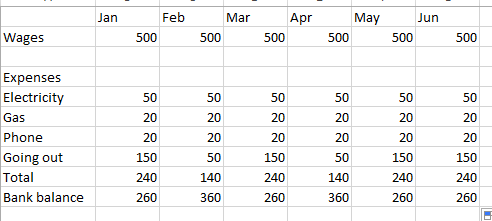
* 1. To calculate the bank balance what calculation do you need to do? Write it below:

Once you have checked it with your teacher then enter it into cell B10

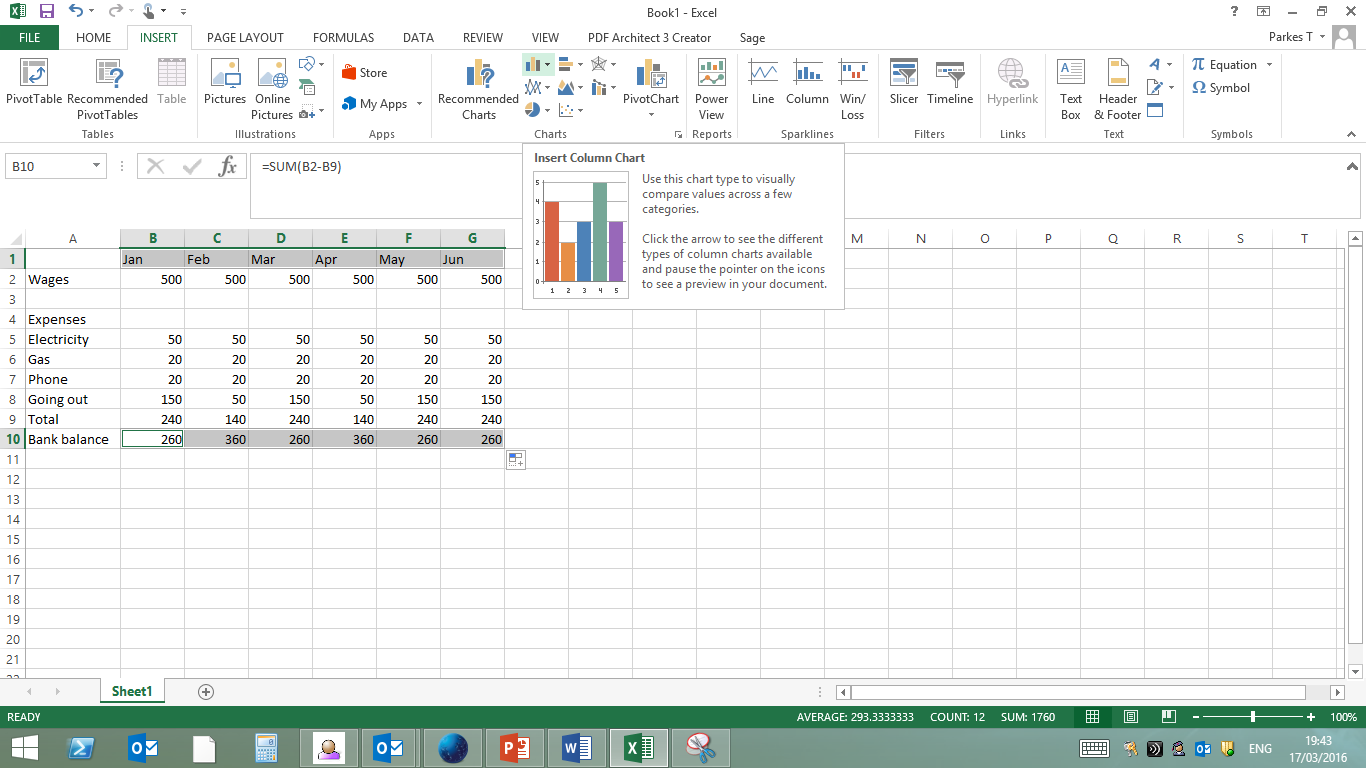
1. Great stuff!! Now you want to `flood` the neighbouring cells with the formula, this is easy. Hoover on the right hand side bottom of cell B9, then drag across to cell G9



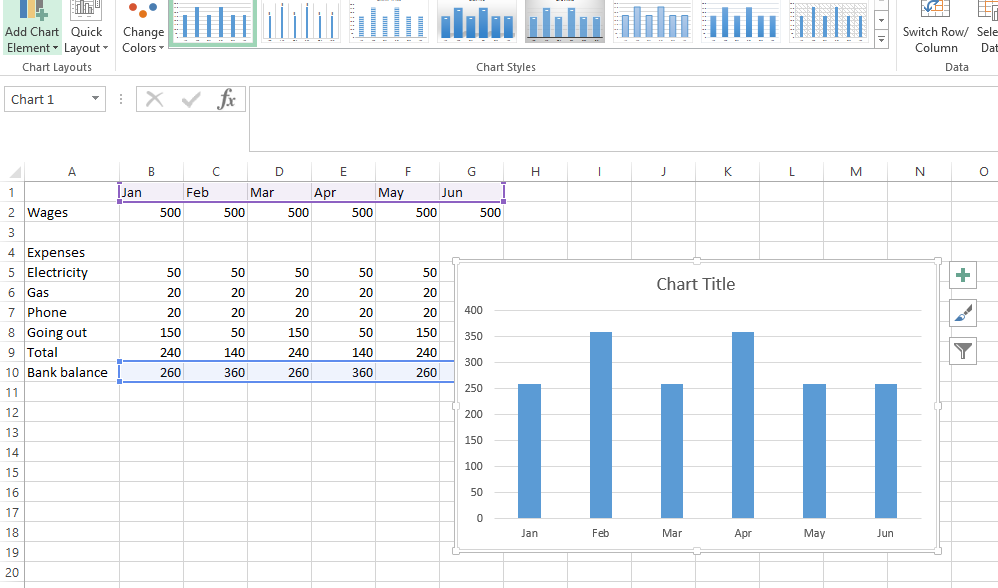


Completed sheet:

1. Now to produce the charts. Select the data you want to use. Use the shift key to make multiple selections.



1. Select INSERT and then the chart you want



1. Now add a title and you have competed the chart.
2. To secure the data with a password on the file go to SAVE AS and then select tools and general options then enter the password.

