Work sheet on excel

Open file” Workshop Excel Financial Erasmus” from your Folder “Erasmus”.

This is an Excel book , that contains 4 sheets. You can rename a sheet by right clicking on the sheet and choose rename. You can also transfer a sheet with drag and drop.

We will work with the sheets: Trip Poland, Trip Turkey and All Trips.

**SHEET: Trip Poland**



=D5\*3

In a cell we can use a simple type or a function to calculate something

1. For example, in cell E5 we can type = D5 \*3 to calculate the ticket’s cost for 3 persons. What do we have to do to calculate the cell E7? ....................................................
2. What can we do to calculate the cell D6? ....................................................................................
3. Continue to calculate all the cells (in columns D and E). You also can copy a type by using the copy tool.



Bear in mind that when we copy a type with this tool, the type will be keeped informed (for example in cell E10 we type =D10 \* 3 and when we copy it in cell E11 we can see =D11 \* 3 and that is right)

1. Now we have to calculate the cell C5 . What can we type if we know the equivalent?(we have it at cell E2)……………………………………………………
2. Do the same with all the cells in column C. But if you try to copy the type you will have a problem. Can you imagine why?

To solve this problem we can use the absolute reference in cell C5. The absolute reference allows for a cell to stay stable when we copy the type and we can do this with the character $ (e.g. $A$1)

1. Finally to calculate C21 we will use a function. Click on cell C21and then click on Function Button and choose sum. Press enter and you will have your sum.
2. Copy to the cells D21 and E21 by using the copy tool. 
3. Now you can calculate the cells C22, D22 and E22 by subtracting the total from the available amount on cell C3. If you want to use the copy tool don’t forget the absolute reference($)

**SHEET: Trip Turkey**

Calculate all the gray cells by using simple types and functions as on the sheet “Trip Poland”

**SHEET: All Trips**



1. On column B we have the total accounts from the previous sheets. Click on cell B3 and see the type. We have nothing to do. It’ s ready.
2. On columns C, D and E we will calculate the Average, Maximum and minimum from the trips. (Of cource it’s usefull for many dada). To do this we must choose the right function from the function tool



after that choose the 2 cells with your data (B3 and B4).



1. Lastly we can do a graph very easily . Just choose your data and from menu choose insert and then click on the graph that you like.



**I hope enjoyed you first work on excel**