

Getting started with spreadsheets.

1. Basic Computation

- (a) To add $3 + 4$, enter `=3+4`
- (b) To subtract $100-76$, enter `=100-76`
- (c) To multiply 4 times 18, enter `=4*18`
- (d) To divide 0.05 by 12, enter `=0.05/12`
- (e) To calculate 5^{25} , enter `=5^25`

2. Compute an 18% tip on a \$35.75 bill.

- (a) What is 18% as a decimal? _____
- (b) What should we enter into the spreadsheet? _____

3. Make a tip calculator using **cell references**.

- (a) Open a new spreadsheet and label it TIP.
 - (b) In cells A1, B1, C1, D1, type column headers:
- | Bill Amount | Tip Percent | Tip Paid | Total |
|-------------|-------------|----------|-------|
|-------------|-------------|----------|-------|

- (c) In cells A2, B2, C2, D2, type:
- | | | | |
|---------|--------|-----------|-----------|
| = 35.75 | = 0.18 | = A2 * B2 | = A2 + C2 |
|---------|--------|-----------|-----------|

- (d) What calculation did we do?

- (e) Use the calculator to determine the Total if the Bill Amount is \$76.80 and the Tip Percent is 20%.

4. Keeping the Tip Percent at 20%, we now demonstrate the **Fill Down** feature.

- (a) Enter 10 into cell A2 and enter `=A2+10` into cell A3
- (b) Select A3 and drag down until you get to 110.
- (c) Drag down cells B2 through D2.
- (d) How much is the tip on a \$110 meal? _____
 How much is the final bill? _____
 How large does the Bill Amount need to be for the tip to be more than \$15? _____

5. Make a Simple Interest Calculator

Suppose \$1000 is invested in a savings account that earns 3.2% interest on the \$1000 each year.

(a) Open a new spreadsheet called **Interest**.

(b) In cells A1, B1, C1, D1, E1 type column headers:

Interest Rate	Principal	Year	Interest	Total
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(c) Determine what should be in cells A2, B2, C2, D2, E2:

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(d) Determine what should be in cells A3, B3, C3, D3, E3:

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(e) Determine what should be in cells A4, B4, C4, D4, E4:

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(f) Use the pull down feature to determine the Total in the savings account in 10 years. Write down your steps.

(g) How long will it take for the savings account to double in value? Write down your steps.

(h) How can you calculate the Total in the savings account in 50 years **without** using the pull down feature? Then check your calculation using the pull down feature.

(i) If P is the principal, r is the interest rate, t is the number of years, and A is the accumulated amount of money in the savings account, write a formula for A and check your answer.

