



# Fast Food!

## Grade 6

### Excel Terminology

**Spreadsheet** – combination of rows and columns in which data is entered and then manipulated

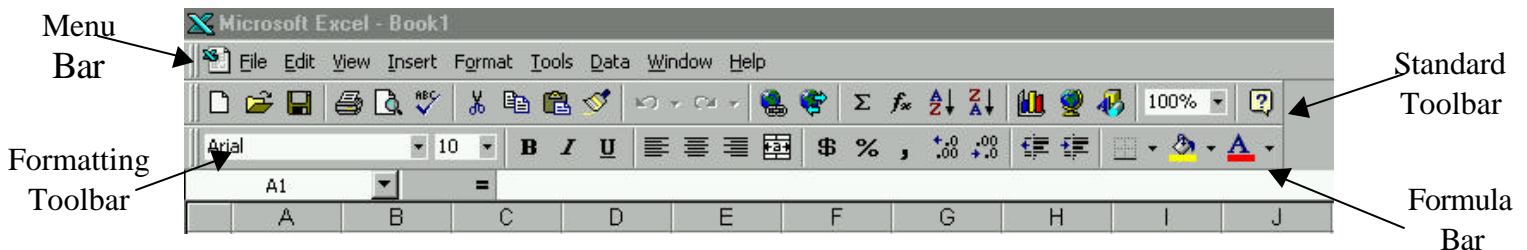
**Worksheet** – a collection of rows and columns in Excel – use the tabs or arrows across the bottom to move from one worksheet to another.

**Workbook** – a collection of Worksheets in Excel

**Rows** – are labeled 1 through 65,536 - vertical

**Columns** – are labeled A through IV – horizontal

**Cells** – more than 16 million of these! - the intersection of a row and column



**The Menu Bar** - There are nine items in the Menu Bar, all of which are *drop-down menus*.

- |               |               |
|---------------|---------------|
| <b>File</b>   | <b>Tools</b>  |
| <b>Edit</b>   | <b>Data</b>   |
| <b>View</b>   | <b>Window</b> |
| <b>Insert</b> | <b>Help</b>   |
| <b>Format</b> |               |

**The Standard Toolbar** - You can use these icons in place of the drop-down menus in the Menu Bar. Here are the names/functions of the icons, in order from left to right –

**New , Open, Save, Print, Print Preview, Spelling, Cut, Copy, Paste, Format Painter, Undo, Redo, Hyperlink, WebToolbar, AutoSum, Paste Function, Sort Ascending, Sort Descending, Chart, Map, Drawing, Zoom, and Office Assistant.**

**The Formatting Toolbar** - This provides you with buttons that correspond to the formatting commands. Here are the names/functions of the icons, in order from left to right –

*Font, Font Size, Font Style (Bold, Italic, Underline), Justification (left, center, right, merge and center), Currency Style, Percent Style, Comma Style, Increase Decimal, Decrease Decimal, Decrease Indent, Increase Indent, Borders, Fill Color, and Font Color.*

**The Formula Bar** - This bar shows entries being created before they are actually entered into the worksheet. This includes the *Active Cell Name*, the *Edit Formula Button*, and the *Formula Bar*.

### **Inserting and Deleting Columns and Rows**

- ◆ To insert a column or row in an already created spreadsheet - highlight the column to the right or the row below where you want the new column/row to appear. Go to *Insert* and pull down to either *Row* or *Column*. This should place a new row or column into your existing spreadsheet.
- ◆ To delete a column or row in an already created spreadsheet - highlight the row or column to be deleted. Go to *Edit* and pull down to *Delete*. A pop-up window will appear asking you what you want to do either delete and shift cells or delete an entire column or row. Select either column or row and click *OK*.

### **Some Excel special features:**

***Autofill*** - Excel has common series of words and numbers already in its memory and will complete the series for you. Some of the available series are months of the year, days of the week.

***Formulas*** - the four basic operations that can be performed with a keystroke area: Addition +, Subtraction -, Multiplication \*, and Division /.

To enter a formula, first enter an equal (=) sign as the first character in the cell.

There are three ways beyond this point to complete the formula -

- ◆ Method one - enter the = sign and then enter the specific numbers (ex. =2+2) and use Excel as you would a calculator.
- ◆ Method two - enter the = sign and then enter the address of the cell containing the number that you want to use, enter the operation sign, and then enter the address of the second number you want to use. Then press Enter. (ex =b1 + b2)

- ♦ Method three - enter the = sign and then add the word sum add a left (, next click and drag over a series of cells you wish to have added then add a right ). Press enter to complete. (ex =sum(cell 1:cell 2))

**AutoSum** - to quickly add rows or columns of numbers, the AutoSum button on the toolbar is the one to use! All you need to do is to click and drag over the cells you wish to add and continue to one cell past the last in the row or column. Release the mouse button, then click on the AutoSum button on the toolbar and your answer will appear,



## Now on to our lesson.....


To create the chart that you will need for the “Fast Food” lesson follow these simple instructions.....

We want your spreadsheet to look something like this!!!


	A	B	C	D	E
1	<b>Fast Food Nutrition</b>				
2	<b>Restaurant #1 Name</b>	<b>Food Items</b>	<b>Calories</b>	<b>Fat Grams</b>	
3					
4	Wendy's	Grilled Chicken Sandwich	310	8	
5		Small Fries	260	13	
6		Diet Soda	2	1	
7		<b>Total</b>	572	22	
8					
9	<b>Restaurant #2 Name</b>	<b>Food Items</b>	<b>Calories</b>	<b>Fat Grams</b>	
10					
11	McDonald's	Grilled Chicken Deluxe	440	20	
12		Small Fries	210	10	
13		Diet Soda	2	1	
14		<b>Total</b>	652	31	
15					

### Entering the title

- ☞ To enter the title “**Fast Food**” to this spreadsheet, click on the bottom right corner of the cell A1 (there is a little box on this corner!) and drag from A1 to D1. This should select all of these cells.

- ☞ Now click on the **Merge and Center**  button on your toolbar. This makes those cells into one large one in which you can enter (and center!) your title.
- ☞ Type the title “**Fast Food**” into this cell area, center the text, and adjust the font size to the size that you want.

## Creating the column and row headings

- ☞ In cell A2 enter the heading **Restaurant #1 Name**.
- ☞ In cell B2 enter the heading **Food Items**.
- ☞ In cell C2 enter the heading **Calories**.
- ☞ In cell D2 enter the heading **Fat Grams**.
- ☞ In cell B7 enter the heading **Total**.
- ☞ Make all of these cell headings bold, centered and a larger font.
- ☞ If you need to resize the columns, here’s how! Take your cursor up to the top between (for example) columns A and B. If you place your cursor on the line between the columns you will get a symbol that looks like this . Once you get this symbol, click and hold the left mouse button. Then drag to the size that you want. Make your columns wide enough to accommodate all of your headings and any text that will be entered.
- ☞ Resize any of the columns that need it!

Now let’s copy all of that information lower in the spreadsheet so that you can compare the two restaurants and meals that you have selected!

- ☞ Click and drag from A2 and down to A7 and then over to D2 and D7.
- ☞ This will highlight that whole section of headings.
- ☞ Go to the **Edit** pull-down menu.
- ☞ Click and pull down to **Copy**.
- ☞ Click in cell A9.
- ☞ Go to the **Edit** pull-down menu.
- ☞ Click and pull down to **Paste**.
- ☞ This will copy all of the necessary headings for your second restaurant and meal.


## Entering Data

- ☞ Now enter the data that you have collected in your research!
- ☞ Make sure that the data you are entering matches the column heading.
- ☞ Enter all of the data for each restaurant and meal that you have researched.

## Creating formulas

No we need to have Excel calculate the sum of the Calories and the Fat Grams for each Food Item.

Here's how:

- ☞ Click on cell C7.
- ☞ Go to the **AutoSum** button  on the toolbar.
- ☞ In cell C7 a formula should appear which =SUM(C4:C6). Excel is asking you at this point to verify that this is the correct starting and ending point for the addition it is going to perform.
- ☞ If the cell addresses are correct in this formula, then press **Enter** on your keyboard. If they are not correct please go in and enter the following formula =SUM(C4:C6)
- ☞ Perform this same function for the Fat Gram column as well.
- ☞ Perform the same steps and function on cells C14 and D14.

You should now have calculated the sum for each of the columns.

**Now you see how to use Excel to calculate statistics and create a spreadsheet!**