

Learning guide: Creating spreadsheets

This session is a blend of online learning using Learn My Way and offline practise activities.

Resources

- A device with internet access.
- A Learn My Way account ([learnmyway.com](https://www.learnmyway.com)).
- The “making a budget” and “spreadsheet practise” handouts (see later in this guide).

Learn

- What a spreadsheet is and what it can be used for
- How to enter text and numbers to record information
- How to use a spreadsheet programs to set up a monthly budget
- How to print and close a spreadsheet

Do

- Have Learn My Way open on the computer.
- Navigate to the Learn My Way subject **Working with office programs**.
- Complete the following topics:
 - **Basics of spreadsheets**
 - **Using numbers in spreadsheets**
- Complete the **making a budget** activity. Discuss the results with your tutor.
- Complete the following topics:
 - Advanced spreadsheet functions
 - Changing and printing spreadsheets

Reflect

- Can you remember key information? Can you remember key information? e.g. how to use a formula to make sums easier, how to make a column wider or add a new row?
- Would you be able to show someone else?

Next steps

- Complete the **spreadsheet practise** activity. Discuss the results with your tutor.

Making a budget (Instructions for tutor)

The aim of this activity is to understand how a budget is made up and why people would create one. It should help learners grasp the concept of a budget before they are faced with creating one on a computer.

Explain that a budget is used to help people see how much they are spending over a certain time period and that budgeting can help people manage their money.

Cut up the pieces on the next page and give them to the group. Ask them to make a budget from the various parts, you may need to help guide them if they are struggling.

Making a budget (Instructions for tutor)

Wages	Rent	Gas	Electricity
Food shopping		Phone contract	
Water	£1200	£200	£30
£34	£24	£30	£25
+	+	+	+
-	-	-	-

Making a budget

Use the material provided by your tutor to create a budget, adding the words in the first column and how much they will take from the budget.

Add whether each item will take money out of the budget or add to it.

Item	Cost

Spreadsheet practise

In your spreadsheet program, create the budget from the last exercise.

Once you've created the budget, do the following things:

- Change the numbers into currency
- Add up the totals of the cells using Autosum
- Change the colour of one of the columns