

Chapter 2: Introduction to Electronic Spreadsheets

Test Your Knowledge

1) What is a spreadsheet?

Ans: A spreadsheet is any document with a grid of columns and rows. Spreadsheets are used so that mathematical calculations can be done more quickly and with less error. Spreadsheets also allow users to change variables based on different assumptions.

2) What is the main benefit of electronic spreadsheets?

Ans: They are faster, have less potential for error, and reliably re-compute results as any element changes within a spreadsheet.

3) How do formulas for computations in Excel begin?

Ans: All computations in Excel start with an equals (=) sign.

4) What convention does Excel follow when doing computations?

Ans: Excel is programmed so that multiplications and divisions are done first, and then addition and subtraction. Essentially, Excel follows the grade school mnemonic “Please Excuse My Dear Aunt Sally,” in which parentheses, then exponents, then multiplication, then division, then addition, then subtraction are calculated.

- 5) What Greek letter is the icon for summing a column or row of numbers?

Ans: Sigma, or Σ , is used to sum.

- 6) Open a new spreadsheet. Type “Practice” in cell A1. In cell A2, type the number “35,” in A3 “42,” and in A4 “50.”
- Use the sum function to add them together in cell A5.
 - Calculate a 10% increase in the numbers in Column A in Column B by using a formula. Type “Increase 10%” in B1.
 - Add together the original numbers in Column A and the increases in Column B. Use a formula and place in Column C. Type “Total” in C1.
 - Save the file as “Excel_Practice.xls.”

Ans:

Practice	Increase 10%	Total
35	3.5	38.5
42	4.2	46.2
50	5	55
127	12.7	139.7
	10%	

- 7) Copy your worksheet from question 6 into another worksheet. Change the increase from 10% to 18%. Protect the worksheet so that changes cannot be made.

Practice	Increase 10%	Total
35	6.3	41.3
42	7.56	49.56
50	9	59
127	22.86	149.86
	18%	

Ans:

- 8) Open a new spreadsheet. In cell A1, type “Spending Categories.” In cell A3, type “Salaries;” in cell A4, type “Fringe Benefits;” in cell A5, type “OTPS;” in cell A6, type “Total.”
- Adjust the column so that the text does not cross over into the other column.
 - Put the months of the year in the next 12 columns (B-M), and put a total column after (in N). Adjust any columns as necessary so that the text fits.

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 HW Solutions, Chapter 2

Ans:

Spending Categories	January	February	March	April	May	June	July	August	September	October	November	December	Total
Salaries													
Fringe Benefits													
OTPS													
Total													

- 9) Care Clinic is preparing a worksheet for their staff. Their average starting salary is \$60,000. Benefits are 25% this year. They expect them to go up to 27% next year. They are expecting to give a raise of 5% next year. Care Clinic has 20 employees. Prepare a formatted Excel Spreadsheet for Care Clinic.

Ans:

Starting Salary	Salary Increase	Total Salary	Benefits	# Positions	Total Staff Expense
\$ 60,000.00	5%	\$ 63,000.00	27%	20	\$ 1,600,200.00