

## Excel - Creating a Workbook (Part 2)

So far we have a spreadsheet that looks like this.

	A	B	C	D	E	F	G	H
1		Initial Meter Reading	Final Meter Reading	Units used	Cost per Unit	Cost of Units Used		
2	Jan			0	0.20	0.00		
3	Feb	0		0	0.20	0.00		
4	Mar	0		0	0.20	0.00		
5	Apr	0		0	0.20	0.00		
6	May	0		0	0.20	0.00		
7	Jun	0		0	0.20	0.00		
8	Jul	0		0	0.20	0.00		
9	Aug	0		0	0.20	0.00		
10	Sep	0		0	0.20	0.00		
11	Oct	0		0	0.20	0.00		
12	Nov	0		0	0.20	0.00		
13	Dec	0		0	0.20	0.00		
14								
15								
16								

Next select the whole sheet (control + A) or click the button above the row numbers (left of Column letters).

Copy the sheet using your preferred method (see copy and paste handout).

Now paste it into sheet 2 and sheet 3.. (tabs at bottom left of the sheet).

Now we need to name each sheet, one for Gas, one for Electricity and one for Water.

Right click on each sheet name in turn and select rename. Type in the name and press enter.

Now create a Summary sheet by adding a new sheet and naming it Summary. To create a new sheet, click on the button to the right of the sheet names.

Insert the labels as shown below.

	A	B	C	D	E	F	G	H
1		Electricity	Gas	Water	Net Total	VAT	Grand Total	
2	Jan							
3	Feb							
4	Mar							
5	Apr							
6	May							
7	Jun							
8	Jul							
9	Aug							
10	Sep							
11	Oct							
12	Nov							
13	Dec							
14								

In cell B2 enter a formula (using the mouse pointing/clicking method). =Electricity!F2

In cell C2 enter a formula (using the mouse pointing/clicking method). =Gas!F2

In cell D2 enter a formula (using the mouse pointing/clicking method). =Water!F2

Copy all 3 down by selecting and double clicking the copy handle.

In cell E2 create a formula to add the utility totals for January. =Sum(B2:D2)

Copy this down through to December.

In cell F2, calculate the VAT on the net total for January. =E2\*8%

Copy this down through to December.

In cell G2 insert a formula to add the net total and VAT for January. =E2+F2

Copy this down through to December.

In cells E14, F14 and G14 calculate totals for each column. =Sum(E2:E14)