

Errata

Spreadsheet Software Tutorial

The following errors were corrected in the July 2011 reprint of this text:

Page 20

The spreadsheet diagram relating to Stage 2 shows incorrect figures in cells F5, F6 and F7. The correct figures are F5 = 9, F6 = 12.5, F7 = 10.5, as shown in the amended screen image below:

	A	B	C	D	E	F	G
1	Work bookings						
2							
3	CLIENT	WEEK1	WEEK2	WEEK3	WEEK4	AVERAGE	
4	Smiths Ltd	15	5	15	6	10.25	
5	Jones and Partner	12	8	10	6	9	
6	Redwoods	13	20	11	6	12.5	
7	Underhills Ltd	13	12	11	6	10.5	
8	Abbey Builders	0	0	0	13		
9							
10	Totals	53	45	47	37		
11							

Page 35 The formula ' $=B3/B4$ ' should be replaced with ' $=B4/B3$ '.

Page 42 , Stage 1

Point 6 - Enter Module 1, Module 2, Module 3 in cells **B2**, **C2** and **D2** respectively.

Point 7 - Enter John Smith, Peter Jones, Wendy Owen, Frank Waters and Barbara White in cells **A3**, **A4**, **A5**, **A6** and **A7** respectively.

Page 72 , Stage 3

Point 2 - Unlock all those cells where data is going to be entered in columns **A**, **B**, **C**, **D**, **E**, **F**.

Page 104 , Stage 1

Point 10 - Save the workbook with the name **T4Exercise3**.

Page 105 , Stage 2

Point 2 - Cell references **C3** and **E3** should be replaced with **C5** and **E5** respectively.

Point 4 - Cell reference **B3** should be replaced with cell reference **B5**.

Point 9 - Save the workbook with the name **T4Exercise3**.

Page 174 , Stage 2

Point 9 - Cell reference **C2** should be replaced with cell reference **D2**.

The following are suggested corrections to errors spotted in the AAT sourced assessment:

Page 212 "over the past year" should be replaced with "over the past six months".