

Making a lighthouses spreadsheet

Open **Excel** and start a new workbook

1. Type the words for the title row in cells **A1** to **C1**
2. You can make **column A** wider by dragging the **divider** between A and B to the **right**
3. Now enter the rest of the data for the table

	A	B	C
1	County	Working	Closed
2			

A	B
County	Working

	A	B	C
1	County	Working	Closed
2	Kent	4	4
3	London	0	1
4	Essex	0	5
5	Suffolk	2	2
6	Norfolk	3	3
7	Cambridgeshire	0	0
8	Lincolnshire	3	3

4. Next, add the word **Total** in cell **D1**

Working out the row totals

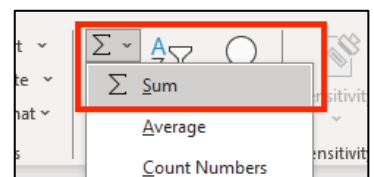
To add up the row totals we'll use a **formula**

5. **IMPORTANT:** Click in cell **D2**
6. Type: **=B2+C2**
7. Press **Enter**. The figure 8 should appear in the cell – Excel has done the maths
8. **Repeat** this for the rest of the cells in the column

	B	C	D	E
	Working	Closed	Total	
2	4	4	=B2+C2	
3	0	1		

Totals for the columns

9. Click in cell **A9** and type the word **Total**
10. Click in cell **B9**. To work out the total of working lighthouses we'll use a different method. This time, use a **function**
11. At the top, find the **Sum button**. Click it and choose **Sum**
12. You should see that **B9** has been filled with **=SUM(B2:B8)**.



This is what we want, so press **Enter**. The total (12) should appear in the cell

13. Repeat this in cells **C9** and **D9** – be careful, you might have to correct Excel in column D

7	Cambridgeshire	0	0
8	Lincolnshire	3	3
9	Total	=SUM(B2:B8)	
10		SUM(number1, [number2], ...)	