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Provincial Department of Education – Week School

Grade 10

Information & Communication Technology

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Competency 7 – Uses Spreadsheet to solve simple statistical problems.

Competency Level 7.6 – Uses relative versus absolute cell references appropriately.

01. Insert the following worksheet in a worksheet of the spreadsheet software.

	A	B	C
9	price of a book	quantity	total price
10	10	1	
11		2	
12		3	
13		4	
14		5	
15		6	
16		7	

01. The price of a book in A 10 is Rs. 10. Column B shows the different book sizes purchased at that price. Column C shows the amount to be paid when obtained under those quantities and prices.

Use your knowledge of formulas to enter the formulas that apply from C 10 to C 16 separately and get answers.

Eg - Enter = A10 * B 10 in C 10.

02. Even if the answers you get as above are correct, it is a disadvantage to have to enter the formula again and again. Observe that.

Accordingly, enter = A10 * B 10 in C 10 and then continue copying the formula to C16 by dragging down through the fill format. (Fill format - C10 right corner)

	A	B	C
9	price of a book	quantity	total price
10	10	1	=A10*B10
11		2	
12		3	
13		4	
14		5	
15		6	
16		7	

01. Then understand that even if the answers are as follows, they are not correct. The reason for this inaccuracy is that when copying formulas along the same column, the line numbers in the formula change accordingly.

	A	B	C
9	price of a book	quantity	total price
10	10	1	=A10*B10
11		2	=A11*B11
12		3	=A12*B12
13		4	=A13*B13
14		5	=A14*B14
15		6	=A15*B15
16		7	=A16*B16

Let us now consider a tactic to change this situation. The first part of the formula = A10 * B10 is changed to A11, A12, A13 and so on. Understand that this change is wrong. (Price quoted only on A10)
But note that changing the second part of the formula is not a problem.
(Size included in different cell addresses)

In this case, the cell addresses that change are called relative shell addresses.
In the price bar, the formula number is changed to the line number of the formula. Note that the column did not change because the copying was done along the same column. If so, this problem can be solved by applying the $ symbol before the changing letter or number.

To do this, enter the following formula in C10 and copy as before. Check the answers carefully.

= A $ 10 * B10

The following formula is also valid.

= $ A $ 10 * B10

	A	B	C
9	price of a book	quantity	total price
10	10	1	=A$10*B10
11		2	=A$10*B11
12		3	=A$10*B12
13		4	=A$10*B13
14		5	=A$10*B14
15		6	=A$10*B15
16		7	=A$10*B16

Here the $ symbol is used to prevent change of cell addresses when copying formulas. Cell copies that do not change when copying formulas or functions are relative shell addresses, and new cell addresses are absolute shell addresses.

Here we have considered a case where a column is absolute.