

Spreadsheet Help Sheet

REMEMBER – always start formulas with = | **REMEMBER** – cell references start with the column letter then the row number.

To work out the Hours Worked per Day, you will need to multiply Number of staff used by the hours they work in a day. (Remember the sign for multiply is *)

To find how many days will be needed you will need to divide the Total Hours Required by the number of Hours Worked per Day. (Remember the sign for divide is /)

Try finding the AUTOSUM function to add together all of the material costs.

GRAND DESIGNS		Finances		Name: <input type="text"/>		★ Overall Cost: <input type="text"/>	
Wage Costs							
Hours per day:	<input type="text" value="8"/>						
Staff Type	Total Hours Required	Cost per Hour	Number used	Hours Worked per Day	Days Needed	Full Days	Wages
Brick Layers	2800	£6.00	12	↑	↑	↑	↑
Electricians	400	£8.00	8	↑	↑	↑	↑
Plumbers	320	£8.00	4	↑	↑	↑	↑
Plasterers	320	£7.00	4	↑	↑	↑	↑
Roofers	480	£10.00	6	↑	↑	↑	↑
Architects	80	£75.00	1	↑	↑	↑	↑
Total Wages:							<input type="text"/>
Material Costs							
Expense	Cost						
Building Materials	£150,000.00						
Kitchen	£3,000.00						
Bathroom	£2,000.00						
Total Materials	<input type="text"/>						

You will need to add two cells together in this box. Try the two totals!

To work out the Full Days you will need to find the ROUNDUP function.

You will need to use brackets here to multiply the Full Days by the Days Needed.

Use the AUTOSUM function to add together all of the wages.