

ECDL Module 4 – Handout 09

1. Open the spreadsheet **Food.xlsx**.
2. Resize columns **A** to **E** to 15.
3. In cell **B3**, type in your gender (as **Male** or **Female**).
4. In cell **B4**, display the number **2000** if the gender is Male, otherwise display **1800**.
5. Select cell **A7** and replicate it to **A8:A11**.
6. In cell **B7:B11** type different foods you've eaten throughout an entire day.
7. Use the website <http://www.acaloriecounter.com/> and find the calorie amounts for the foods you've typed. Type them in the corresponding cells in column **C**.
8. Insert a new row before row **13**.
9. In cell **C12**, calculate the total calories of all the food you've eaten.
10. In cell **D7**, calculate the percentage for the first Item as a percentage of all the calories eaten. Make sure to use absolute referencing to be able to work out the rest of the items.
11. Apply adequate formatting to the percentages.
12. In cell **E7**, round the value in **D7** to 1 decimal place. Replicate as needed.
13. In cell **A15**, type one type of exercise that you've been doing throughout that day.
14. In cell **B15**, type down the amount of time you've dedicated to the exercise.
15. Use the website <http://www.myoptumhealth.com/portal/ManageMyHealth/Calories+Burned+Calculator> to find the amount of burned calories performing a particular activity.
Note: the weight inputted must be in pounds (lbs), so use Google to convert your weight in kg to lbs. Type the result of burned calories in cell **C15**.
16. In cell **A17**, type **Result (Calories)**.
17. In cell **B17**, subtract the **C15** from **C12**.
18. In cell **A18**, type **Overview**.
19. In cell **B18**, display the message **You must eat more** if the result in **B17** is less than the value in cell **B4**, otherwise display the message **You must eat less**.

20. Apply appropriate formatting to the worksheet; make sure to use the following:

- a. font type,
- b. font colours,
- c. column and row size,
- d. title merging,
- e. borders and
- f. cell shading.

21. Rename **Sheet 1** as **Main Overview**.

22. Create a pie chart based on cell range **B7:B11** and **D7:D11**.

23. Move the pie chart so that it does not cover text.

24. Answer the questions in **Answerbook.xlsx**.
