ANNEX A · A SPREADSHEET FOR THE INVENTORY — AND FOR THE TEAM

Name: _____ **Group:** _____ **Date:** _____

PART A **The inventory in LibreOffice Calc — alone**

1. Download `inventory.csv` from Classroom and open it with LibreOffice Calc (separator: **comma** only). Save it at once as `inventory.ods` (Use ODF Format). These are invented round prices in euros; `monthly` means per unit and month.

	A item	B category	C department	D quantity	E unit_cost	F billing
2	Laptop dev	hardware	dev	6	1100	once
3	Laptop design	hardware	design	3	1500	once
4	Laptop admin	hardware	admin	3	800	once
5	Monitor	hardware	all	12	180	once
6	Office server	hardware	all	1	1400	once
7	Router and switch	hardware	all	1	350	once
8	Design suite	software	design	3	60	monthly
9	Office suite	software	all	12	11	monthly
10	Code editor	software	dev	6	0	once
11	Server operating system	software	all	1	0	once

2. G1: `total`. G2: `=D2*E2`. Fill down to G11. G2 = _____ G9 = _____

3. H1: `first_year`. H2: `=IF(F2="monthly";G2*12;G2)`. Fill down. H8 = _____

4. G13: `TOTAL`. H13: `=SUM(H2:H11)` H13 = _____

DONE WHEN H13 shows 21154. Change D5 to 13 and back: the total moves by itself.

5. G14: `hardware`, H14: `=SUMIF(B2:B11;"hardware";H2:H11)` H14 = _____

G15: `software`, H15: the same for software H15 = _____

G16: `free items`, H16: `=COUNTIF(E2:E11;0)` H16 = _____

G17: `per person`, H17: `=ROUND(H13/12;2)` H17 = _____

DONE WHEN in a free cell, `=H14+H15-H13` gives 0: two roads, one total.

6. K1: `VAT`. L1: `0.21` (with Spanish or Catalan settings: `0,21`). I1: `with_vat`. I2: `=H2*(1+L1)`. Fill down. Look at I3. What went wrong?

Repair I2: `=H2*(1+$L$1)`. Fill down again. I13: `=SUM(I2:I11)` I13 = _____

7. The company hires two more designers: change D3 and D8 to 5. New H13 = _____ Then put 3 back.

8. Menus: Data → AutoFilter and show only the software · freeze the first row · select G14:H15 and insert a pie chart. Save.

DONE WHEN the chart has two slices and the header stays visible when you scroll.

PART B **Three people, one sheet — groups of three, in the shared service**

9. One of you creates a shared spreadsheet called `Selection matrix - group N`. Share it with your two teammates as **editors** and with the teacher as **commenter**. Not with a public link.

10. Build this matrix. A and B together; then **each of you types one candidate column at the same time**.

	A criterion	B weight	C LibreOffice	D Microsoft 365	E Google Workspace
2	Opens the accountant's files	5	3	5	3
3	Cost over three years	4	5	2	3
4	Editing at the same time	3	1	4	5
5	Works without Internet	2	5	4	2
6	Data under our control	3	5	2	2

C7: `=SUMPRODUCT($B$2:$B$6;C2:C6)`, filled to the right. C7 = _____ D7 = _____ E7 = _____

11. Each of you: comment on one score typed by somebody else; answer the comment you receive.

Then open the version history: who typed C3? _____

DONE WHEN three totals, three comments answered, and the teacher can comment but not edit.

PART C — The spreadsheet meets Git — alone, in deb-lab

12. Copy both files into the repository and commit them (adapt the path if you saved elsewhere):

```
cd ~/tramuntana-docs && mkdir -p data
cp ~/Downloads/inventory.csv ~/Downloads/inventory.ods data/
unzip -l data/inventory.ods
git add data && git commit -m "Add inventory as CSV and ODS"
```

13. Change the monitors from 12 to 14 in **both** files (`data/inventory.ods` in Calc, saving; `data/inventory.csv` in the text editor). Then `git diff`.

What does Git show for the `.csv`? _____ And for the `.ods`? _____

Undo both changes: `git restore data/`

14. Make the Markdown table and paste it into `docs/02-software.md` (create it: title `# Software`) under a heading `## Inventory`, with the totals H13, H14 and H15 written below it. Then build, commit and push.

```
pandoc -f csv -t gfm data/inventory.csv
```

DONE WHEN the PDF has the inventory table in chapter 2 and the forge shows `data/inventory.csv`.

EXIT — Exit ticket — alone

1. You copy `=A1*$B$1` one row down. It becomes…

- ☐ a) `=A1*$B$1`
- ☐ b) `=A2*$B$2`
- ☐ c) `=A2*$B$1`
- ☐ d) `=A1*$B$2`

2. `=SUMIF(B2:B11;"software";H2:H11)` …

- ☐ a) adds the H cells whose row says software in B
- ☐ b) counts the software rows
- ☐ c) adds all of column H
- ☐ d) writes "software" in H

3. An `.ods` file is, inside…

- ☐ a) plain text with commas
- ☐ b) a PDF
- ☐ c) a database
- ☐ d) a ZIP archive of XML files

4. The accountant must read the budget and leave remarks, nothing more. Role:

- ☐ a) editor
- ☐ b) commenter
- ☐ c) owner
- ☐ d) anyone with the link

5. Why does the repository keep `inventory.csv`?

- ☐ a) it stores the formulas
- ☐ b) it is smaller than a PDF
- ☐ c) it is plain text: Git shows what changed
- ☐ d) Calc cannot open `.ods`