

Lab 9 – Microsoft Excel A

Topics covered in this lab

- Describe the Excel worksheet
- Enter text and numbers
- Use the Sum button to sum a range of cells
- Copy the contents of a cell to a range of cells using the fill handle
- Apply cell styles
- Format cells in a worksheet

Start

- Open Microsoft Excel 2010
 - o Click on the start  button > All Programs > Microsoft Office >  Microsoft Excel 2010

Exercise 1

- Do the following:

	A	B	C	D	E
1	Sales				
2					
3		January	February	March	Average
4	Food	60	40	20	
5	Heat	15	20	40	
6	Travel	30	55	45	
7	Light	55	25	50	
8	Total				

Calculate the Average

- o Select the data from B4 to D4 (to select, click in the middle of cell B4 once, then while holding the mouse, move the mouse to select cells C4 and D4)

	A	B	C	D	E
1	Sales				
2					
3		January	February	March	Average
4	Food	60	40	20	
5	Heat	15	20	40	

- From the Home tab, click on the arrow in AutoSum , choose Average

Copy the contents of a cell to a range of cells using the fill handle

- Once you have calculated the Average for Food

	A	B	C	D	E
1	Sales				
2					
3		January	February	March	Average
4	Food	60	40	20	40
5	Heat	15	20	40	
6	Travel	30	55	45	
7	Light	55	25	50	
8	Total				

- Click once on cell E4, then click on this small square on the corner of the cell (this is called the fill handle), while clicking, drag it down to cell E7

	A	B	C	D	E
1	Sales				
2					
3		January	February	March	Average
4	Food	60	40	20	40
5	Heat	15	20	40	
6	Travel	30	55	45	
7	Light	55	25	50	
8	Total				

- Now release the mouse button
- Calculate the Sum for January (B8)
 - To do that, select the data from B4 to B7

	A	B	C	D	E
1	Sales				
2					
3		January	February	March	Average
4	Food	60	40	20	40
5	Heat	15	20	40	25
6	Travel	30	55	45	43.33333
7	Light	55	25	50	43.33333
8	Total				

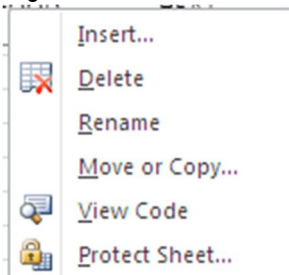
- From the Home tab, click on the arrow in AutoSum Σ AutoSum ▼, choose Sum
- Using the fill handle, drag it across to March, to get these values:

Total	160	140	155
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- Apply Accounting Number Format (\$ sign) and comma style to the numbers
- To do that, select the following number range

60	40	20	40
15	20	40	25
30	55	45	43.33333
55	25	50	43.33333
160	140	155	

- Click on the  button, and  from the Home tab
- Right click on sheet1, and choose rename



- Rename the sheet to **Exercise 1**
- Right click on Exercise 1, and choose , choose any color

Exercise 1 Sheet2 Sheet3

Exercise 2

- Click on sheet2 **Exercise 1** Sheet2 Sheet3
- Do the following:

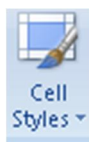
	A	B
1		
2	Total Sales	
3		Sales
4	Harry Block	100000
5	Jeffrey Beane	250000
6	Sally Mumfort	352000
7	Susan Raymond	112000
8	Andres Langley	432000
9	Total	

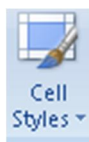
- Calculate the Total using Sum (from )

Apply Cell styles

- Click on cell A2 to select it

	A
1	
2	Total Sales



- From the Home tab, click on , choose Heading 1
- With cell A2 still selected, from the Home tab, change the font to Arial Narrow, size 18

Arial Narrow 18

Format cells in a worksheet

- Click on cell B3 (Sales)
- From the Home tab, click on the bold button  to bold the text
- Select cells A4 to B9

Harry Block	100000
Jeffrey Beane	250000
Sally Mumfort	352000
Susan Raymond	112000
Andres Langley	432000

- Click on the Font Color button Arrow , and choose any color you like, but choose a dark color. Then click on the Fill Color button Arrow , and choose any color you like, but choose a light color.

- Select both cells A2 and B2

	A	B
1		
2	Total Sales	

- From the Home tab, click on  Merge & Center
- Now Merge & Center cells A3 and B3

To Adjust the Column Width

- Select columns A and B (click on the letter A, then select B)

	A	B
1		
2	Total Sales	
3	Sales	
4	Harry Block	100000

- Right click the mouse, choose , type 15

- Make the numbers 2 decimal places, and currency to \$, to do that (this is another way):
 - o Select the numbers in column B

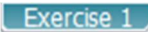
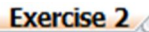
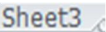
	A	B
1		
2	Total Sales	
3	Sales	
4	Harry Block	100000
5	Jeffrey Beane	250000
6	Sally Mumfort	352000
7	Susan Raymond	112000
8	Andres Langley	432000
9	Total	1246000

- o Right click the mouse, choose  **Format Cells...**
- o From the Number tab, click on Currency (or Accounting), then choose 2 Decimal places and \$ sign

Decimal places:

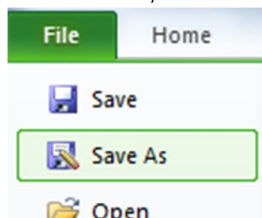
Symbol:

- o Click Ok

- Rename Sheet2 to Exercise 2, and choose a tab color for it   

Save a workbook

- Click on File, choose Save As



- From the Save As dialog window, click on the Q drive from the Computer category

- Save the worksheet inside the ITE100 folder, inside , name it **lab9_yourName**