

Lab 10 – Microsoft Excel B

Topics covered in this lab

- Create a Clustered Cylinder chart
- Change a worksheet name and worksheet tab color
- Change document properties
- Preview and print a worksheet
- Correct errors on a worksheet

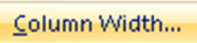
Start

- Open Microsoft Excel 2010  Microsoft Excel 2010

Exercise 1

- Do the following:

	A	B	C
1	Project Attendance		
2			
3	Topic	Enrollment	Date
4	Marketing	400	35160
5	Animal Disease	600	35190
6	World Wide Web	1000	35152
7	Plant Genetics	1150	35144
8			
9	Total		

- Merge cells A1 to C1. Select the three cells then click on , make the font size 22 and bold
- Select columns A, B, and C, right click on the selected columns and choose , type the number **17**
- Select cells A2, B2, and C2. Use the Fill Color button from the Home tab  to apply a black Fill Color to the cells

	A	B	C	D
1	Project Attendance			
2				
3	Topic	Enrollment	Date	
4	Marketing	400	35160	
5	Animal Disease	600	35190	
6	World Wide Web	1000	35152	
7	Plant Genetics	1150	35144	
8				
9	Total			

- Select the numbers in column C

	A	B	C
1	Project Attendance		
2			
3	Topic	Enrollment	Date
4	Marketing	400	35160
5	Animal Disease	600	35190
6	World Wide Web	1000	35152
7	Plant Genetics	1150	35144
8			
9	Total		

- Right click the mouse, choose  **Format Cells...**
- Click on Date (from the Number tab), choose a type then click OK

Number | Alignment | Font | Border | Patterns | Protect

Category:

- General
- Number
- Currency
- Accounting
- Date**
- Time
- Percentage
- Fraction
- Scientific
- Text
- Special
- Custom

Sample: March 20, 1996

Type:

- 14-Mar
- 14-Mar-01
- 14-Mar-01
- Mar-01
- March-01
- March 14, 2001**
- 3/14/01 1:30 PM

Locale (location): English (United States)

- Click on cell B9
- From the Home tab, click on  **AutoSum**, choose Sum

	A	B	C
1	Project Attendance		
2			
3	Topic	Enrollment	Date
4	Marketing	400	5-Apr-1996
5	Animal Disease	600	5-May-1996
6	World Wide Web	1000	28-Mar-1996
7	Plant Genetics	1150	20-Mar-1996
8			
9	Total	=SUM(B4:B7)	

- For the range, type B7 instead of B8

- Select all the numbers in column B

	A	B	C
1	Project Attendance		
2			
3	Topic	Enrollment	Date
4	Marketing	400	5-Apr-1996
5	Animal Disease	600	5-May-1996
6	World Wide Web	1000	28-Mar-1996
7	Plant Genetics	1150	20-Mar-1996
8			
9	Total	3150	

- From the Home tab, click on the  button to set the numbers to 2 decimal places

Create a Clustered Cylinder chart

- Select the range A3:B7 (A3 to B7)

	A	B	C
1	Project Attendance		
2			
3	Topic	Enrollment	Date
4	Marketing	400.00	5-Apr-1996
5	Animal Disease	600.00	5-May-1996
6	World Wide Web	1,000.00	28-Mar-1996
7	Plant Genetics	1,150.00	20-Mar-1996
8			
9	Total	3,150.00	

- Click on the Insert tab

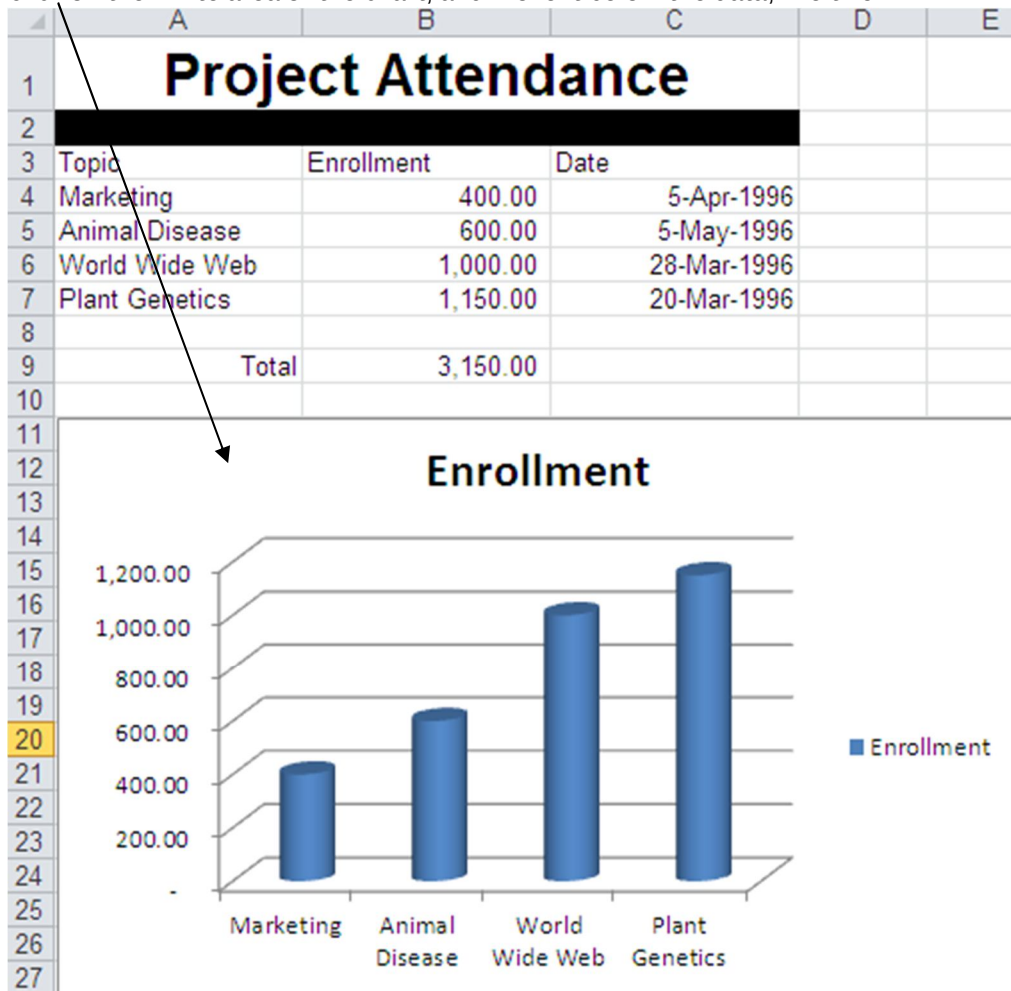


- Click on



- Then choose **Clustered Cylinder** from the Cylinder area

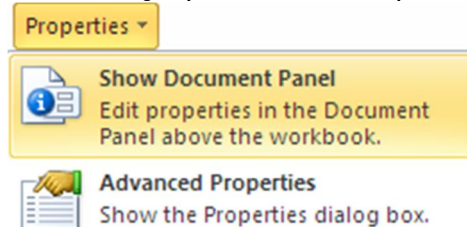
- Click on the white area of the chart, and move it below the data, like this:



- With the chart still selected, click on the design tab, choose style 35
- Rename Sheet1 to Exercise 1 and choose a tab color for it

Change document properties

- Click on File, choose Info
- From the right pane, click on Properties, choose Show Document Panel



- For Author type your name, for Subject type ITE100

Author:	Title:	Subject:
Type your name here		ITE100

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 **lab10_yourName**