Lab 11 – Microsoft Excel _ C

Topics covered in this lab

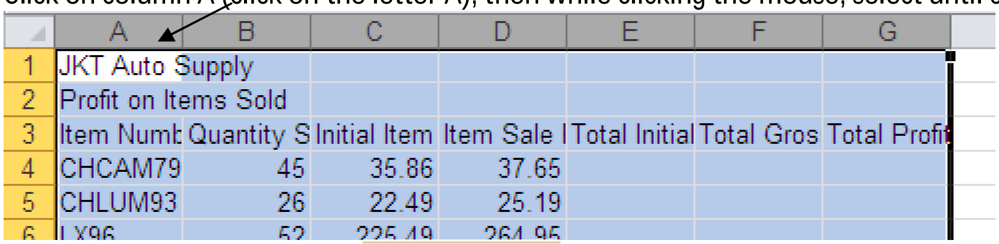
- Enter formulas using the keyboard
- Enter formulas using Point mode
- Apply the AVERAGE, MAX, and MIN functions
- Verify a formula using Range Finder
- Apply a theme to a workbook
- Apply a date format to a cell or range
- Add conditional formatting to cells
- Change column width and row height

Start

- From Blackboard, download the file lab11_student_file.xlsx
- Save the file on your Q drive, inside the ITE100 folder, inside 2-Microsoft Excel File folder
- Double click on the file to open it

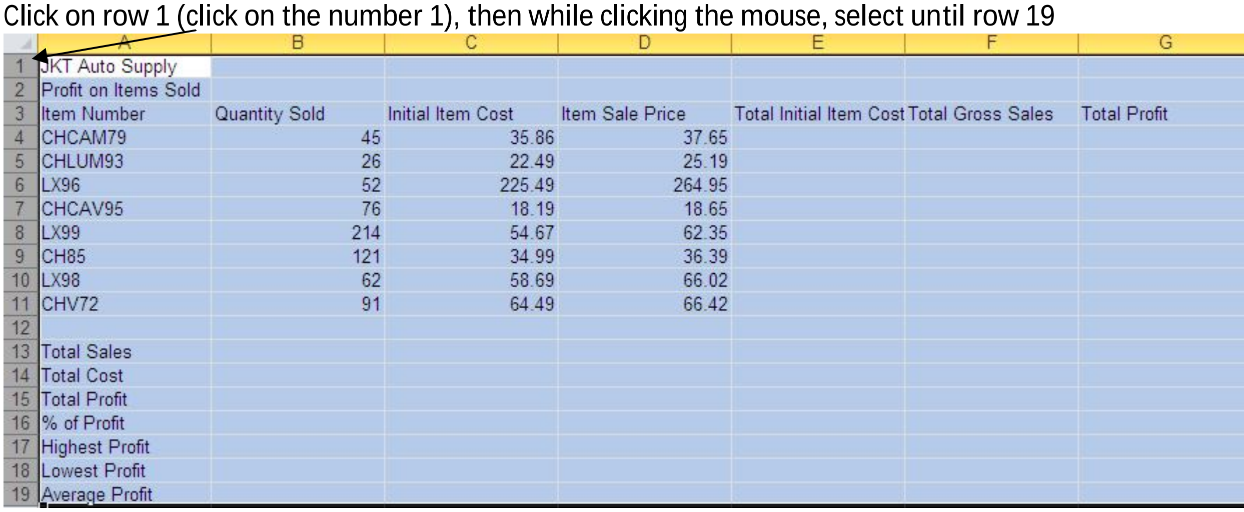
Change column width and row height

- Click on column A (click on the letter A), then while clicking the mouse, select until column G



	A	B	C	D	E	F	G
1	JKT Auto Supply						
2	Profit on Items Sold						
3	Item Numb	Quantity S	Initial Item	Item Sale I	Total Initial	Total Gros	Total Profit
4	CHCAM79	45	35.86	37.65			
5	CHLUM93	26	22.49	25.19			
6	LX96	52	225.49	264.95			

- Right click the mouse, choose Column Width..., type 17
- Click on row 1 (click on the number 1), then while clicking the mouse, select until row 19



	A	B	C	D	E	F	G
1	JKT Auto Supply						
2	Profit on Items Sold						
3	Item Number	Quantity Sold	Initial Item Cost	Item Sale Price	Total Initial Item Cost	Total Gross Sales	Total Profit
4	CHCAM79	45	35.86	37.65			
5	CHLUM93	26	22.49	25.19			
6	LX96	52	225.49	264.95			
7	CHCAV95	76	18.19	18.65			
8	LX99	214	54.67	62.35			
9	CH85	121	34.99	36.39			
10	LX98	62	58.69	66.02			
11	CHV72	91	64.49	66.42			
12							
13	Total Sales						
14	Total Cost						
15	Total Profit						
16	% of Profit						
17	Highest Profit						
18	Lowest Profit						
19	Average Profit						

- Right click, choose Row Height..., type 17

<u>Enter formulas using the keyboard and Point mode</u>

- Use the following formula to determine the <u>Total Initial Item Cost</u>:
  - o Total Initial Item Cost = Quantity Sold * Initial Item Cost
    - In cell E4 first type =
    - Using the mouse click on cell B4
    - Type *
    - Click on cell C4
    - Press Enter from the keyboard

    Your final formula is:

Quantity Sold	Initial Item Cost	Item Sale Price	Total Initial Item Cost	Total Gros
45	35.86	37.65	=B4*C4	

  - o The value is 1613.7
  - o Drag the fill handle to calculate the rest of <u>Total Initial Item Cost</u>

- Use the following formulas to determine:
  - o <u>Total Gross Sales</u> = Quantity Sold * Item Sale Price
    First value should be 1694.25
    Drag the fill handle to calculate the rest of <u>Total Gross Sales</u>

  - o <u>Total Item Profit</u> = Total Gross Sales – Total Initial Item Cost
    First value should be 80.55
    Drag the fill handle to calculate the rest of <u>Total Item Profit</u>

- To determine the sum of <u>Total Gross Sales</u> in cell B13, do the following:
  - o Click on cell B13
  - o Click on the arrow next to Σ AutoSum, and choose Sum
  - o Using the mouse select the range F4 to F11, press Enter from the keyboard

al Item Cost	Total Gross Sales	Total Pro
1613.7	1694.25	
584.74	654.94	
11725.48	13777.4	
1382.44	1417.4	
11699.38	13342.9	
4233.79	4403.19	
3638.78	4093.24	
5868.59	6044.22	

- In cell B14, determine the Total Cost by finding the sum of <u>Total Initial Costs</u>
  Value should be 40746.9

- In cell B15, find the <u>Total Profit</u>: Total Sales (B13) - Total Cost (B14)
  Value should be 4680.64

- In cell B16, find the <u>Percent of Profit</u>: Total Profit (B15) / Total Cost (b14)
  Value should be 0.11487107

<u>Apply the AVERAGE, MAX, and MIN functions</u>

- To find the maximum value of <u>Total Item Profit</u> in cell B17, do the following:
  - Click on cell B17
  - Click on the arrow next to AutoSum 

, and choose 

  - Using the mouse select the range G4 to G11, press Enter from the keyboard
  - Value should be 2051.92

- In cell B18, use the MIN function to find the minimum of <u>Total Item Profit</u> (use 

from AutoSum)
  - Value should be 34.96

- In cell B19, use the AVERAGE function to find the average of <u>Total Item Profit</u>
  - value should be 585.08

<u>Verify a formula using Range Finder</u>

- If you want to verify a formula, double click on the cell that has the formula
- For example, in cell E5 

- To quit, press Esc from the keyboard

- Apply Currency style format with two decimal places to the ranges (use 

from the Home tab)
  - C4:G4 (this means, C4 to G4)
  - B13:B15 (B13 to B15)
  - B17:B19 (B17 to B19)
- Apply the Comma style format with two decimal places to the range C5:G11. Use 
- To apply a percent style format with just one decimal place to cell B16, do the following:
  - Select cell B16
  - Click on 

(from the Home tab)
  - Click on  once to display the number to one decimal place

Formatting the worksheet

- Merge cells A1:G1, apply the Heading 1 cell style (use Cell Styles from the Home tab)
- Merge cells A2:G2, apply the Heading 2 cell style
- The text in row 3 is italic, use the Italic button from the Home tab
- Center the text in row 3, use the center button from the Home tab
- To apply borders:
  - Click on the arrow next to the border button from the Home tab
  - Click on Line Color to choose the color you want
  - Click on Line Style to choose the style you want
  - Use the mouse to draw the borders using the pencil
  - Once you have finished, click the Esc key from the keyboard
  - To erase a border:
    - Click on the arrow next to the border button from the Home tab
    - Choose Erase Border
    - Click on the border line that you want to erase (if you have any mistakes)
- Use colors to format your sheet, remember:
  - To change the font color, use the Font Color button (from the Home tab)
  - To change the background color, use the Fill Color button (from the Home tab)
  - Use the colors that you like

JKT Auto Supply

Profit on Items Sold

Item Number	*Quantity Sold*	*Initial Item Cost*	*Item Sale Price*	*Total Initial Item Cost*	*Total Gross Sales*	*Total Profit*
CHCAM79	45	$ 35.86	$ 37.65	$ 1,613.70	$ 1,694.25	$ 80.55
CHLUM93	26	22.49	25.19	584.74	654.94	70.20
LX96	52	225.49	264.95	11,725.48	13,777.40	2,051.92
CHCAV95	76	18.19	18.65	1,382.44	1,417.40	34.96
LX99	214	54.67	62.35	11,699.38	13,342.90	1,643.52
CH85	121	34.99	36.39	4,233.79	4,403.19	169.40
LX98	62	58.69	66.02	3,638.78	4,093.24	454.46
CHV72	91	64.49	66.42	5,868.59	6,044.22	175.63

Total Sales	$ 45,427.54
Total Cost	$ 40,746.90
Total Profit	$ 4,680.64
% of Profit	11.5%
Highest Profit	$ 2,051.92
Lowest Profit	$ 34.96
Average Profit	$ 585.08

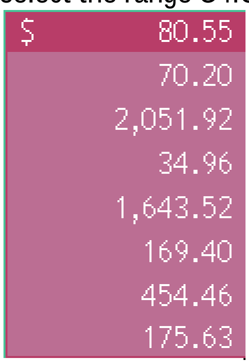
Apply a theme to a workbook

- Go to Page Layout > click on 

- Choose 

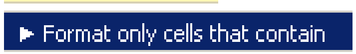
Add conditional formatting to cells

- We want to turn the cells color for Total Profit that are less than a $100 to black, and font color to white
- Select the range G4:G11

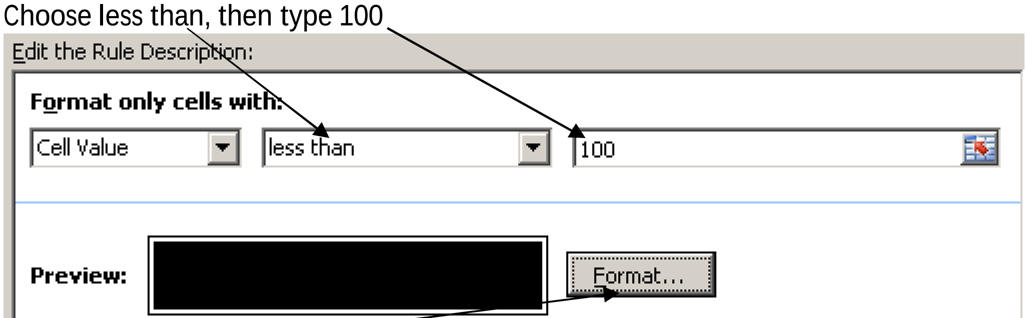


- Click on 

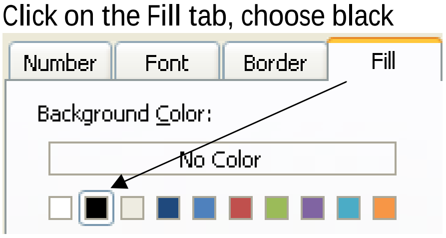
- Click 

- Click 

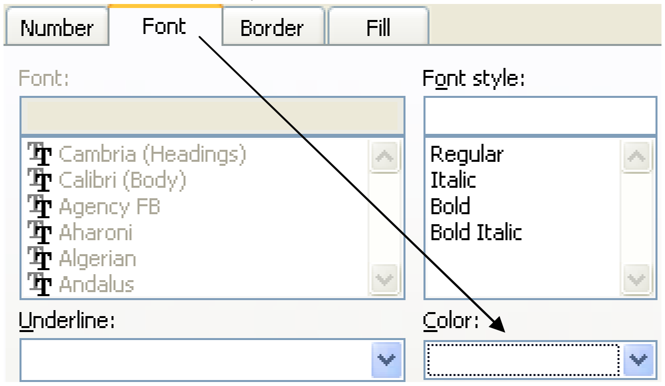
- Choose less than, then type 100



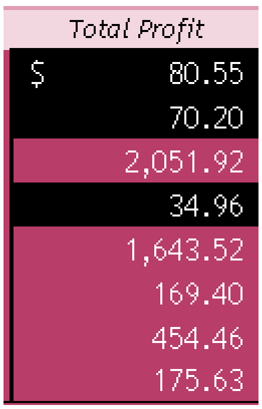
- Click on Format
- Click on the Fill tab, choose black



- Click on the Font tab, for Color choose white



- Click Ok twice

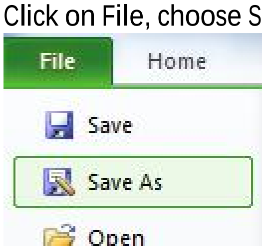


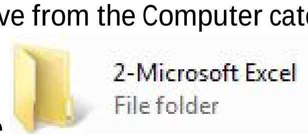
- If you want to revise your condition, click on Conditional Formatting > 

. Then you can click on Edit Rule if you want to make changes, or Delete Rule to delete the rule (but don't delete your rule, unless it is incorrect and you want to do it again)

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 **lab11_yourName**