

Lab 12 – Microsoft Excel D

Topics covered in this lab

- Check the spelling in a worksheet
- Set margins, headers and footers in Page Layout View
- Preview and print versions of a worksheet
- Rotate text in a cell

Start

- Open Microsoft Excel 2010  Microsoft Excel 2010

Exercise 1

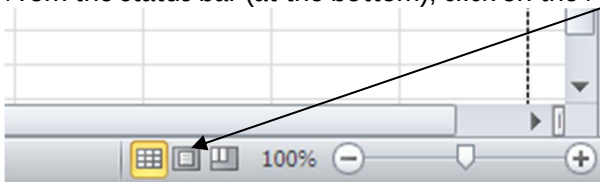
- Do the following:

	A	B	C	D
1		Costs for this year	Expected % increase	Estimated cost for next year
2	Goods	\$ 30,000	25%	
3	Advertising	\$ 95,000	25%	
4	Wages	\$ 20,000	35%	
5	Other	\$ 55,000	15%	
6	Total			

- In row 1, to enter a new line in the cell press ALT+ENTER from the keyboard
 - For example, in cell B1, after typing **Costs for** (press ALT+Enter) then type **this year**
- In cell B6, calculate the total
- In cell D2, type the following formula $= (B2 * C2) + B2$
- Use the same formula for D3, D4, and D5
- In cell D6, calculate the Total

Set margins, headers and footers in Page Layout View

- From the status bar (at the bottom), click on the Page Layout View button



- Go to Page Layout



- Click on
- Choose Narrow
- In the header area type **Expected Costs**

Header		Expected Costs	
	Costs for this year	Expected % increase	Estimated cost for next year
1			
2	Goods \$ 30,000	25%	\$ 37,500
3	Advertising \$ 95,000	25%	\$ 118,750
4			

Exercise 2

- Go to Sheet2
- Do the following:

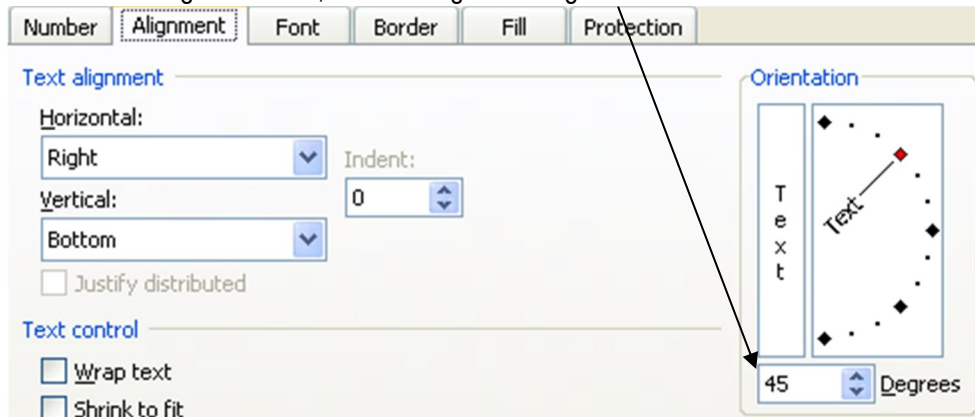
	A	B
1	Sales by Territory	
2		
3	<i>Current Commission Rate</i>	
4		
5		Sales
6	Harry Block	\$ 100,000.00
7	Jeffrey Beane	\$ 250,000.00
8	Sally Mumfort	\$ 352,000.00
9	Susan Raymond	\$ 112,000.00
10	Andres Langley	\$ 432,000.00
11	Total	

- Make the text in cell A11 bold and right aligned (use the Align Text Right button  from the Home tab)
- Calculate the Total in cell B11

Rotate text in a cell

- Click on cell A11
- Right click the mouse, choose  **Format Cells...**

- Choose the Alignment tab, then change the Degrees to 45



- Click Ok

Check the spelling in a worksheet



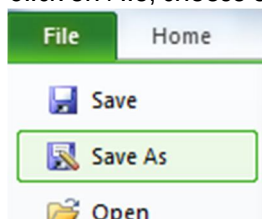
- From the Review tab, click on the Spelling button
- Fix any spelling mistakes you might have

Preview and print versions of a worksheet

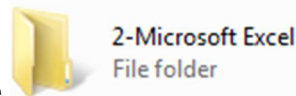
- Click on File, click Print
- First you have to choose the Printer that is connected to your computer before you click on Print (for this lab, please don't print)

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 **lab12_yourName**, name it