

Lab 12 – Microsoft Excel E

Topics covered in this lab

- Create a series of month names
- Copy, paste, insert, and delete cells
- Format numbers using format symbols

Start

- Open Microsoft Excel 2010  Microsoft Excel 2010

Exercise 1

- Do the following:

	A	B	C
1	Sales by Territory		
2			
3	<i>Current Commission Rate</i>		15%
4			
5		<i>Sales</i>	<i>Commission Due</i>
6	Harry Block	100000	
7	Jeffrey Beane	250000	
8	Sally Mumfort	352000	
9	Susan Raymond	112000	
10	Andres Langley	432000	
11	Total		

- Apply the \$ sign with 2 decimal places to the numbers in column B
- Calculate the Total, it should result to **\$1,246,000.00**
- To calculate the Commission Due for each sales person, understand the following:
 - o The formula is =Sales*Commission Rate
 - o Sales for each person is different, but the commission rate is always 15%
 - o So, cell C3 is fixed
 - o To make a cell fixed, use the \$ sign
 - o In cell C6 type **=B6*C\$3** (use the dollar sign, to make it multiply by C3 all the time)
 - o The value should be \$15,000.00
- Use the fill handle to calculate the rest of Commission Due values (if you didn't use the \$ sign, this will not work)
- Calculate the total for all commissions
 - o The value should be **\$186,900.00**
- Use colors to make your sheet look nice
- Rename Sheet1 to Exercise 1 and choose a tab color for it

Exercise 2

Create a series of month names

- Go to Sheet2
- Do the following:

	A	B	C	D	E
1					
2		Month Name	January		
3		Month Number	1	2	

- Click on cell C2
- Click on the fill handle and drag it across until December



- Increase the row height to fit the text
- Select both cells C3 and D3
- Click on the fill handle and drag it across until 12
- Center the numbers
- Add borders to the cells
- Color the cells

Month Name	January	February	March	April	May	June	July	August	September	October	November	December
Month Number	1	2	3	4	5	6	7	8	9	10	11	12

- Right click on Column A, and choose **Delete**
- Right click on Row 1, and choose **Delete**
- Rename Sheet2 to Exercise 2 and choose a tab color for it

Exercise 3

- Go to Sheet3
- Do the following:

	A	B	C	D	E	F	G	H	I
1									Count
2	1	2	3	4	5	6	7	8	

- Select the cells A2 to H2
- Click on the arrow next to **Σ AutoSum**, and choose Count Numbers
- The value should be 8
- Make the value bold

- Insert 2 columns before Column A
 - o Right click on Column A, and choose 
- Insert 2 rows before Row 1
 - o Right click on Row 1, and choose 
- Rename the sheet to Exercise 3 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  2-Microsoft Excel File folder, name it **lab13_yourName**