

Lab 14 – Microsoft Excel F

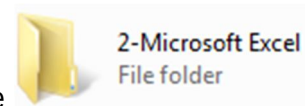
Topics covered in this lab

- Freeze and unfreeze rows and columns
- Show and format the system date
- Use absolute and mixed cell references in a formula
- Use the IF function to perform a logical test

Start

- From Blackboard, download the file  lab14_student_file.xlsx

- Save the file on your Q drive, inside the ITE100 folder, inside
- Double click on the file to open it



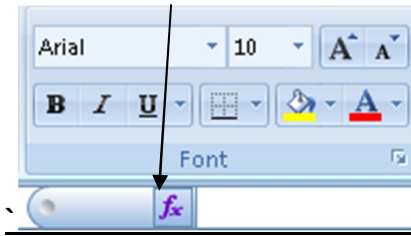
Exercise 1

Use absolute cell references in a formula

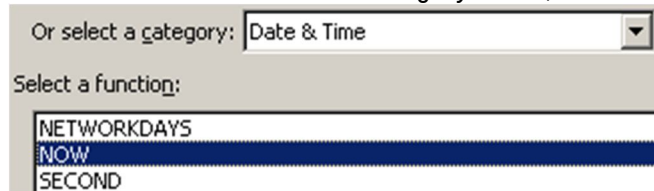
- Click in cell E5
- Calculate the percentage, to do that, understand the following:
 - o The formula is = Total Pay/Total
 - o The Total Pay for each employee is different, but the Total in D16 is the same
 - o According to the formula Total will always be D16, its absolute (fixed). While Total Pay is changing, its relative
 - o To make a cell absolute in a formula, use the \$ sign
 - o In cell E5 type **=D5/D\$16** (use the dollar sign, to make it divide by D16 all the time)
 - o The value should be **0.101468986**
- Use the fill handle to calculate the rest of Percentage (if you didn't use the \$ sign, this will not work)
- In cell E16, calculate the Sum of Percentage
- Apply percent style format with 2 decimal places to cells E5:E16
 - o Select the range E5:E16
 - o Click on 
 - o Click on  twice
- Center the selected range

Show and format the system date

- Click on cell A19
- Click on the Insert Function button



- Choose Date & Time from the category menu, then choose Now



- Click OK
- Click Ok again
- Right click the mouse on cell A19, choose  Format Cells...
- Go to Date, then choose 3/14/2001 to display the date in mm/dd/yyyy format
- Click OK

Exercise 2

Freeze and unfreeze titles

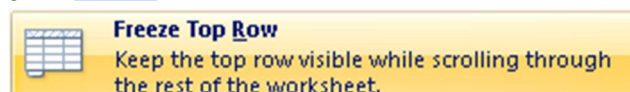
- Go to Exercise 2
- Scroll down
- As you scroll down, the titles in row 1 disappear

1	Country	Salesperson	Order Date	OrderID	Order Amount
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- This makes it difficult for you to remember what the data in each column represent
- Excel allows you to freeze these titles
- Press Ctrl+Home from the keyboard to go back to the first cell in the first column (A1)



- Go to View >



- Choose
- Scroll down, and notice how the titles remain visible



- To unfreeze, you can select the option Unfreeze Panes from , but don't unfreeze for your teacher wants to see your work

Exercise 3

Use the IF function to perform a logical test

- Click on  next to Exercise 2 to insert a new worksheet
- Do the following:

	A	B
1	Price	Over a dollar?
2	0.95	
3	2.00	
4	Comparing number	Returning number
5	14000	
6	8453	

- Set the width of columns A and B to 17
- Set the 2 prices to 2 decimal numbers
- Have all text displayed in the center
- Apply borders around the cells

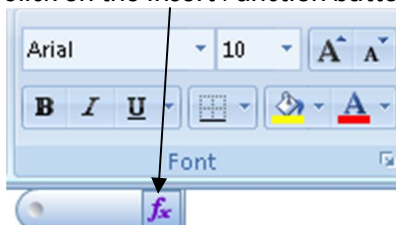
The IF Function

Explanation:

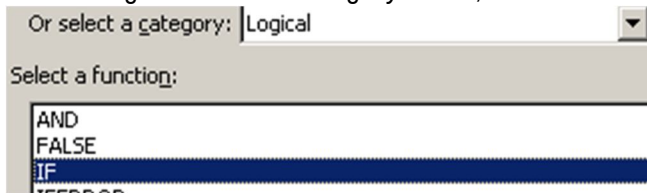
- The IF function will check the logical condition of a statement and return one value if true and a different value if false, the syntax is
=IF (condition, value-if-true, value-if-false)

Practice:

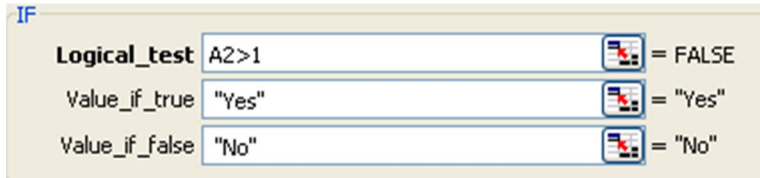
- Using the IF function, display the following
- If the price is more than 1 dollar, display Yes in the cell next to it otherwise it should display No
- To do that, click on cell B2
- Click on the Insert Function button



- Choose Logical from the category menu, then choose IF



- Click Ok, do this



- Click Ok
- Do the same for B3 (or use the fill handle)
- The output should be

	A	B
1	Price	Over a dollar?
2	0.95	No
3	2.00	Yes
4	Comparing number	Returning number
5	14000	
6	8453	

- Using the IF function, display the following:
- If the Comparing Number is greater than 10000 (not 1000), display 0.08 in the cell next to it otherwise it should display 0.05
- The output should be:

	A	B
1	Price	Over a dollar?
2	0.95	No
3	2.00	Yes
4	Comparing number	Returning number
5	14000	0.08
6	8453	0.05

- 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 **lab14_yourName**