Microsoft Excel: Exercise 1

In this exercise:
- Understanding rows and columns
- Typing and editing text in a cell
- Formatting text in a cell
- Using the series fill handle

1. **Click** in the first cell. This is called cell A1 (because it is in row 1 and column A)

2. **Type** your first name. **See** how your name shows up in the cell and in the Formula bar.

3. Press the **ENTER** key. This will move the cursor to the cell below A1.

4. **Click** on cell A1 again to select it.

5. **Click** in the formula bar. **Click** after your first name. Now, **Type** your last name. You should always make changes in the formula bar. If you try to make changes in the cell you will type over what is already there.

6. Press the **ENTER** key. Now you are in cell A2

7. **Type** the words *Happy Birthday.* **See** that the words don’t quite fit in the box. Don’t worry about it. **See** that the text is also in the Formula bar.

8. Press the **ENTER** key. The cursor will move to the cell below it. Some of the text might be hidden, but it is not gone.

9. **Click** in cell A2 again, your text will return.

10. Now, **click** in cell B2.
11. **Type** the words *dear Andrew*.

12. **Click** in cell B2. **Click** in the formula bar and change *Andrew* to *Andrea*.

13. **Move the cursor** to the line between columns A and B. It should look like this:

   ![Excel screenshot](image)

   - **Click and drag** to make the column bigger.

14. Repeat this between columns B and C. You can resize rows the same way.

15. **Click** on the Undo button, or **Click and Drag** until the columns are back to the normal size.

16. **Click** between columns A and B. Now, **Double-click**, and the column will be as wide as the longest number or text in that column.

17. **Place the cursor** between columns A and B. **Resize** column B the same way.

18. **Click and Drag** across the cells to select them. **Select** all the cells with text.

19. **Click and Drag** across the cells to select them. **Select** all the cells with text.

20. When the cells are selected, **Press** the **DELETE** key. Everything should be erased.

21. **Click** in cell A1 and **Type** *This is cell A1*

22. Use the **TAB** key to move to cell B1 and **Type** *This is cell B1*

23. Move into cell C1 and **Type** *This is cell C1*.

24. Using your arrow keys, move into cell A2 and **Type** *This is cell A2*. Move into cell B2 and **Type** *This is cell B2*, move into cell C2 and **Type** *This is cell C2*. 
25. **Select** all of the text and change the font to **Times New Roman 14 pt.** **Bold** the text.

26. **Double-click** between the column labels to resize all the columns.

27. In cell A8, **Type January.** **Look** for a little black square in the lower right corner of the cell. This is called the fill handle. Carefully move your cursor over the fill handle. Your cursor should change from the select mode (white cross) to a small black cross (autofill cursor).

28. **Click** on the fill handle and **drag** it down to A19.

29. You will see the 12 months of the year in column A.

30. **Click** in cell B8 and **Type** the word **Monday**.

31. **Drag** the black box called the fill handle down to B14. You will see the seven days of the week in column B.

32. **Click** in cell C8 and **Type** the date **10/10/01**. Use the fill handle to add the dates that come after it.

36. **Save** this file to your disk. Name it **Excel 1. Make a new folder** on your disk to put all your Excel documents in. If you don’t know how, **Ask your teacher**.

**Microsoft Excel: Exercise 1**
1. Click on the START menu.

2. Click on PROGRAMS.
3. Click on MICROSOFT EXCEL.

5. **Type** your first name.

6. **Press** the **ENTER** key.

7. **Click** in cell A1 again.

8. **Click** behind your name in the formula bar.
9. **Type** your last name.

10. **Press** the **ENTER** key.

11. In cell A2, **Type** your address.
12. **Press** the TAB key.  
   Now cell B2 is selected

13. **Type** the name of your city
   
   The city will cover up part of the address until you make the column bigger. You will do this later.

14. **Press** the TAB key.
16. **Click** after the city in the formula bar.

17. **Type** the name of your state after the city.

18. **Press** the TAB key.

19. **Move** the cursor between columns A and B.

The cursor will look like this:
20. **Click and Drag** the cursor to the right. Column A will get bigger.


22. **Click** on the **UNDO** button until the columns are small again.

23. **Double-Click** on the line
between A and B.

24. **Double-Click** on the line between B and C.

25. **Click and Drag** over the cells and down to highlight them.
26. Press the DELETE key.

27. Click in cell A1.

28. Type This is cell A1.

29. Press the TAB key.
30. **Type** *This is cell B1.*

31. **Click** in any empty cell.

32. **Click** in cell C1.

33. **Type** *This is cell C1.*
34. In cell A2, Type *This is cell A2.*

35. In cell B2, Type *This is cell B2.*

36. In cell C2, Type *This is cell C2.*

38. **Click** on the little arrow next to the font name.

39. **Scroll Down.**

40. **Click** on **TIMES NEW ROMAN.**

41. **Click** on the little arrow next to the font size.

42. **Click** on **14.**
43. **Click** on the B button.

44. **Double-click** between the columns to resize them.
45. In cell A8, Type *January*.

46. **Move the Cursor** over the corner of the cell until it looks like this: †
47. **Click and Drag** down to cell A19. This is called AutoFill.

48. In cell B8, **Type** *Monday*. 
49. Use the Auto fill to drag down to cell B14.

50. In cell C8, **Type 10/10/03.**
51. Use the Auto Fill to drag down to cell C18.

52. Click on FILE.

53. Click on SAVE AS.
54. **Click** on the little arrow.

55. **Click** on 3½ Floppy A: to save on your disk.

56. **Click** on the **NEW FOLDER** button.

57. **Type** Excel.

58. **Click** on OK.

Now there is a special folder on your disk to keep your Excel exercises separate from other assignments.
59. **Click** in the **FILE NAME** box.

60. **Type** *Excel 1*.

61. **Click on** **SAVE**.
Microsoft Excel: Exercise 2

In this exercise:
- Moving from one cell to another
- Entering information in cells
- Removing a hyperlink
- Center and merge
- Sort ascending
- Deleting a row or column

1. **Open** a new Excel workbook.

2. In cell A1 **Type** *Training for Employable Computer Skills*. **Press** the ENTER key.

3. In cell A2 **Type** *May-July 2001*. **Press** the ENTER key.

4. In cell A3 **Type** the words *Last Name*. **Press** the TAB key to move to the next cell.

5. In cell B3 **Type** the words *First Name*. **Press** the TAB key to move to the next cell.

6. In cell C3 **Type** *E-Mail*. 
Check your work. Your document should look like this:

<p>| | | | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>B</td>
<td>C</td>
<td>D</td>
<td>E</td>
<td>F</td>
<td>G</td>
<td>H</td>
</tr>
<tr>
<td>1</td>
<td>Training for Employable Computer Skills</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>May - July 2001</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Last Name</td>
<td>First Name</td>
<td>E-mail</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. Now imagine that you have been asked to make a list of student e-mail addresses for another computer class. **Type** the names below into the cells on your screen. Don’t worry if some of what you have typed is hidden. You will fix it later. If you need to edit, make changes in the formula bar.

   - To make @ (called the AT sign) press Shift and the 2-key
   - To make _ (called the UNDERSCORE) press Shift and the – (subtraction) key

8. **Practice the first one:**

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>E-Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gardner</td>
<td>Leslie</td>
<td><a href="mailto:leslie__gardner@hotmail.com">leslie__gardner@hotmail.com</a></td>
</tr>
</tbody>
</table>

Click in cell A1. **Type** the name. If you make a mistake, fix it in the formula bar. Press the Tab key to move to the next cell.
9. Now **Type** the names below in your spreadsheet.

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>E-Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kebber</td>
<td>Rachelle</td>
<td><a href="mailto:rachellek@yahoo.com">rachellek@yahoo.com</a></td>
</tr>
<tr>
<td>Hussein</td>
<td>Rahima</td>
<td><a href="mailto:Rahimahussein1@hotmail.com">Rahimahussein1@hotmail.com</a></td>
</tr>
<tr>
<td>Hussein</td>
<td>Abduljabar</td>
<td><a href="mailto:abduljabar8@hotmail.com">abduljabar8@hotmail.com</a></td>
</tr>
<tr>
<td>Ali</td>
<td>Fakiha</td>
<td><a href="mailto:Fakihaali3@hotmail.com">Fakihaali3@hotmail.com</a></td>
</tr>
<tr>
<td>Moua</td>
<td>Xiong</td>
<td><a href="mailto:Moua_Xiong@hotmail.com">Moua_Xiong@hotmail.com</a></td>
</tr>
<tr>
<td>Teferi</td>
<td>Tsige</td>
<td><a href="mailto:ts_teferi@hotmail.com">ts_teferi@hotmail.com</a></td>
</tr>
<tr>
<td>Gomez</td>
<td>Mario</td>
<td><a href="mailto:gomezm_2002@hotmail.com">gomezm_2002@hotmail.com</a></td>
</tr>
<tr>
<td>Belew</td>
<td>Mulugeta</td>
<td><a href="mailto:mulugetahbelew@hotmail.com">mulugetahbelew@hotmail.com</a></td>
</tr>
<tr>
<td>Brown</td>
<td>John</td>
<td><a href="mailto:Browner5@yahoo.com">Browner5@yahoo.com</a></td>
</tr>
<tr>
<td>Mohamed</td>
<td>Abdullahi</td>
<td><a href="mailto:mabeni_299@hotmail.com">mabeni_299@hotmail.com</a></td>
</tr>
<tr>
<td>Kifleyesus</td>
<td>Selamawit</td>
<td><a href="mailto:Skifleyesus1863@hotmail.com">Skifleyesus1863@hotmail.com</a></td>
</tr>
<tr>
<td>Asfaw</td>
<td>Tsehay</td>
<td><a href="mailto:tsehayasfaw@hotmail.com">tsehayasfaw@hotmail.com</a></td>
</tr>
</tbody>
</table>

10. **See** that some of the e-mail addresses are blue and underlined. That means that it is a hyperlink. If you click on it you will open an e-mail program. Microsoft Excel has automatically created this hyperlink. **Follow the directions** to get rid of the hyperlink.
11. Now **Repeat** the last step to remove all of the hyperlinks.

12. **Check your work.** Make sure that you have spelled EVERYTHING correctly. An e-mail address will not work correctly if there is a mistake in it. There should be no spaces in the e-mail addresses.

13. **Click** in cell A1 and make the text **Bold**.

14. Change the font size in cell A1 to **20 pt**.

15. **Highlight** cells A1-G1. **Place the cursor** in the middle of cell A1 **Click and Drag** over to G1.

16. **Click** on the **center and merge** button located in your toolbar. **Merge and Center** changes many cells into one cell. Excel will also center the text in the middle of this merged cell.

17. Change the font size in cell A2 to **14 pt** and **Bold** it.

18. **Highlight** cells A2 to G2 and **Click** on the **center and merge** button.
19. **Double click** on the line between the labels for Column A and B. Excel will automatically re-size the column to fit the text.

20. **Repeat** the same thing between column B and C, and C and D.

21. To make the column size even bigger, **Click and drag** each border to the right until it says 125 pixels above the cursor.

22. **Bold** the titles in cell A3.

23. **Highlight** a block of cells starting at cell A4 and dragging over and down to cell D17.

24. **Click** on the **Sort Ascending** button. **See** how the names are in order from A to Z now.

25. **Delete** the Rachelle Kebber entry since she is no longer in the class. **Click** on the row number on the left of the screen. When you click on it, it will highlight the whole row.

20. **Right-click** on this row. A menu will appear. **Click** on DELETE. Excel will delete row you selected and move the other rows up.

21. **Click** on **FILE. Click** on **PRINT PREVIEW. Check your work**.

22. When you have corrected the mistakes **Print** the document.

23. **Save** this file on your disk.
Microsoft Excel: Exercise 2
Basic

1. Click on START.

2. Click on PROGRAMS.
3. Click on MICROSOFT EXCEL.

4. Type *Training for Employable Computer Skills*.

5. Press the ENTER key.
6. Type the words *May-July 2001*.

7. Press the ENTER key.

8. Type the words *Last Name*.
   (don’t type your last name)

9. Press the TAB key.
10. Type the words *First Name*.  
*don’t* type your first name

11. Press the TAB key.

12. Type *E-Mail*.

13. Click in Cell A4.

14. Type *Gardner*.

15. Press the TAB key.

16. Type *Leslie*.

17. Press the TAB key.
18. Type *leslie*.

19. Hold the SHIFT key and Press the underline key once.
20. Type *gardner*.

21. Hold the SHIFT key and press the 2 key once. You will see this symbol: @

22. Type *hotmail.com*

You have typed Leslie’s e-mail address: leslie_gardner@hotmail.com

Make sure all of the information is in cell C4.
23. Click in cell A5.

24. Type Rachelle’s information:

Kebber    Rachelle    rachellek@yahoo.com

25. Type the information for these students:

Hussein    Rahima  
Rahimahussein1@hotmail.com

Hussein    Abduljabar  
abduljabar8@hotmail.com

26. Type the information for these students:

Moua    Xiong  
Moua_Xiong@hotmail.com

Teferi    Tsige  
ts_teferi@hotmail.com
27. **Click** on Leslie’s e-mail address.

28. This is a program for sending e-mail messages on the Internet. 

   Click on the X. We do not want to send an e-mail right now.

29. **Right-Click** on Leslie’s e-mail address.
30. Click on **REMOVE HYPERLINK**.

31. Remove the hyperlinks on all of the e-mail addresses.

32. Are all of the blue lines gone?

34. Click on cell A1.

35. Click on the B button.
36. Click on the little arrow next to the font size.

37. Click on 20.

38. Highlight cells A1 to G1.

39. Click on the MERGE and CENTER button.
40. Click on cell A2.
41. Click on the little arrow.
42. Click on 14.
43. Double click between the columns.
44. Double-click here.

45. Double-click here.

46. Click on cell A2.

47. Click on the B button.

49. Click on the SORT ASCENDING button.

50. Right -Click on the number next to Rachelle Kebber’s name.

51. Click on DELETE.

52. Save this exercise on your disk. Name it EXCEL 2.
1. Click on START.

2. Click on PROGRAMS.
3. Click on MICROSOFT EXCEL.


5. Type *Monthly Budget for Summer 2003*

6. Press the down arrow key.
7. Type **INCOME**.

8. Click in cell C2.

9. Type **EXPENSES**.
10. Click in cell A3.

11. Type *Paycheck.*

12. Click in cell A4.

13. Type *Newspaper Delivery Pay.*

14. Click in cell A5.

15. Type *Lawnmowing Pay*
16. In cell B3, type 549.

17. In cell B4, type 123.

18. In cell B5, type 246.

19. In cell C3, type Rent.

20. In cell C4, type Phone Bill.

21. In cell C5, type Utilities.
22. In cell C6, type *New Clothes.*

23. In cell C7, type *Buss Pass.*

24. In cell C8, type *Health Insurance.*

25. In cell C9, type *Groceries.*

26. In cell C10, type *Savings.*

27. In cell C11, type *Spending Money.*
28. Type these numbers in the correct cells.

- Cell D3: 350
- Cell D4: 30
- Cell D5: 50
- Cell D6: 50
- Cell D7: 75
- Cell D8: 65
- Cell D9: 80
- Cell D10: 35

29. Click in cell A1.

30. Change the font.

31. Change the font size to 16.
32. Highlight cells A2 to B2.

34. Click on the CENTER and MERGE button.

35. Highlight cells C2 to D2.

36. Click on the CENTER and MERGE button.
37. Highlight cells A1 to F1.

38. Click on the CENTER and MERGE button.

39. Double-click between columns A and B.

40. Double-click between columns C and D.
41. Click on the B at the top of the column.

42. Hold the Ctrl key.

43. Click on the D at the top of the column.

44. Click on the CURRENCY button.
45. Click in cell A6.

46. Type *Total Income*.

47. Click on the **BOLD** button.

48. Click in cell C12.

49. Type *Total Expenses*.

50. Click on the **BOLD** button.
51. Click in cell B6.

52. Click on the AUTO SUM button.

53. Press the ENTER key.

54. Click in cell D12.

55. Click on the AUTO SUM button.

Make sure all the numbers in column D are highlighted.

56. Press the ENTER key.
57. Click on cell D10.

58. Click on the INSERT menu

59. Click on ROWS.

Now there is an extra row.

60. Click in cell C10.

61. Type *Child Care*.

62. In cell D10, type *150*. 
63. Press the ENTER key.

64. Click on cell C12.

65. Move the cursor until it looks like a white arrow.
66. Click and Drag to cell C15.

67. Click in cell D15.

68. Type exactly \( \text{= (B6-D13)} \)
   
   See the colored cells. These are the numbers the computer will subtract.
   
   If you don’t see colored cells, ask your teacher for help.

69. Press the ENTER key.

70. Save this exercise on your disk.
Microsoft Excel: Exercise 4

1. Do your best to make a spreadsheet that looks like this:

<table>
<thead>
<tr>
<th>Name</th>
<th>First Name</th>
<th>Contact Information</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jefferson</td>
<td>Thomas</td>
<td><a href="mailto:tjefferson@hotmail.com">tjefferson@hotmail.com</a></td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Clinton</td>
<td>Bill</td>
<td>212-555-8989</td>
<td>4.5</td>
<td>2</td>
<td>3</td>
<td>3</td>
<td>4</td>
<td>2.5</td>
<td>2.5</td>
</tr>
<tr>
<td>Clinton</td>
<td>George</td>
<td>222-454-5555</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>3</td>
<td>3</td>
<td>2.5</td>
<td>2.5</td>
</tr>
<tr>
<td>Clinton</td>
<td>Abraham</td>
<td><a href="mailto:honestabe@yahoo.com">honestabe@yahoo.com</a></td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>3</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Clinton</td>
<td>Clinton</td>
<td><a href="mailto:George@nocherrytree.org">George@nocherrytree.org</a></td>
<td>2.5</td>
<td>4</td>
<td>4.5</td>
<td>3</td>
<td>3</td>
<td>3.5</td>
<td>3.5</td>
</tr>
<tr>
<td>Clinton</td>
<td>Clinton</td>
<td>555-787-9999</td>
<td>2</td>
<td>2</td>
<td>3</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Clinton</td>
<td>John F.</td>
<td><a href="mailto:JFK@whitehouse.gov">JFK@whitehouse.gov</a></td>
<td>2</td>
<td>5</td>
<td>4</td>
<td>3.5</td>
<td>2.5</td>
<td>3</td>
<td>3</td>
</tr>
</tbody>
</table>

2. Check your work carefully. Look for mistakes.

3. Ask a teacher to check your work.

4. Save this file on your disk, then continue the exercise.

5. Click on FILE.

6. Click on PRINT PREVIEW.

7. See that some of the information does not fit on the page.

8. Click on CLOSE.

9. Click on FILE. Click on PAGE SETUP.

10. Click on the circle next to LANDSCAPE. This changes the direction of the page.

11. Click on the circle next to FIT TO.

12. Click on PRINT PREVIEW.
13. Does everything fit on the page? Click on CLOSE.

12. Carefully Highlight the names, phone numbers, e-mail addresses, and hours of attendance. (In later versions of Excel, you will need to highlight the column titles also)

13. Now Alphabetize the list using the button that looks like this:

14. Check your work. Does each person still have the correct e-mail address or phone number?

15. In the last column add the totals for each person’s attendance hours.

16. Highlight all the cells that have information.

17. Click on the triangle next to the borders button:

18. Click on the all borders button:

19. Print the spreadsheet.

20. Check your work. It should look like this:

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Contact Information</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bush</td>
<td>George</td>
<td>222-454-5555</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Clinton</td>
<td>Bill</td>
<td>212-555-8989</td>
<td>4.5</td>
<td>2</td>
<td>3</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Jefferson</td>
<td>Thomas</td>
<td><a href="mailto:jjefferson@hotmail.com">jjefferson@hotmail.com</a></td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Kennedy</td>
<td>John F.</td>
<td><a href="mailto:JFK@whitehouse.gov">JFK@whitehouse.gov</a></td>
<td>2</td>
<td>5</td>
<td>4</td>
<td>3.5</td>
<td></td>
</tr>
<tr>
<td>Lincoln</td>
<td>Abraham</td>
<td><a href="mailto:honestabe@yahoo.com">honestabe@yahoo.com</a></td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Roosevelt</td>
<td>Franklin D.</td>
<td>555-787-9999</td>
<td>2</td>
<td>2</td>
<td>3</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Washington</td>
<td>George</td>
<td><a href="mailto:George@nocherrytree.org">George@nocherrytree.org</a></td>
<td>2.5</td>
<td>4</td>
<td>4.5</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

21. Use a pen to answer these questions:

How many hours was George Bush in class on Wednesday?
______________________________________________________________

How many hours did Franklin D. Roosevelt attend for the whole week?
______________________________________________________________

What is John F. Kennedy’s e-mail address? _________________________

How can you contact Bill Clinton? ________________________________

Who had the most hours on Monday? ______________________________

Who had the least hours for the total week? ______________________
Microsoft Excel: Exercise 5

In this exercise:

- Using AutoSum
- Using the fill handle to copy formulas
- Using AutoFormat
- Using the Chart Wizard to create a pie and bar graph

This is a case study exercise. In a case study you imagine that you are doing work for an actual job. Read the information in the box below.

Case Study

While traveling in Mexico, Sarah Voyage and three of her friends came up with the idea of starting a worldwide travel agency for college students. After graduation, they invested $3,000 each and started their dream company, Spring Break Travels, Inc. Thanks to their good business skills and the popularity of personal computers and the World Wide Web, the company has become the number one for college Spring Break trips.

As sales continue to grow, the management at Spring Break Travels, Inc. has realized they need a better tracking system for first quarter sales. As a result, they have asked you to prepare a first quarter sales worksheet that shows the sales for the first quarter.

In addition, Sarah has asked you to create 2 graphs showing the first quarter sales (a pie graph showing the most effective sales method and a bar graph showing the most popular vacation packages) since she does not like only lists of numbers.

1. Click on Cell A1
2. Type Spring Break Travels 1st Qtr Sales in cell A1. This is the title of your spreadsheet.
3. Click on cell B2
4. Type Mail
5. Press the right arrow key to move to cell C2
6. Type Campus in C2, Telephone in D2, Web in E2, and Total in F2. These are all the ways that the company advertises.
7. Click on cell A3 and Type Bahamas Beach Party. Press the ↓ key.
8. Type Florida Vacation in cell A4, St. Thomas Escape in cell A5, South Padre Paradise in cell A6 and Total in cell A7.
9. **Type** these numbers in the correct cells:

<table>
<thead>
<tr>
<th></th>
<th>Mail</th>
<th>Campus</th>
<th>Telephone</th>
<th>Web</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bahamas Beach</td>
<td>52978.23</td>
<td>38781.35</td>
<td>37213.45</td>
<td>29998.65</td>
</tr>
<tr>
<td>Florida Vacation</td>
<td>28234.5</td>
<td>48401.53</td>
<td>27034.56</td>
<td>42911.16</td>
</tr>
<tr>
<td>St. Thomas Escape</td>
<td>62567.25</td>
<td>72516.12</td>
<td>24354.86</td>
<td>77019.32</td>
</tr>
<tr>
<td>South Padre Paradise</td>
<td>28567.15</td>
<td>69777.64</td>
<td>49976.6</td>
<td>32019.45</td>
</tr>
</tbody>
</table>

10. **Click** on cell B7 and then **point** to the **AutoSum** button on the standard toolbar. It looks like this: ∑

11. **Click** on the **AutoSum** button. Column B will be surrounded by a moving border called a marquee. The formula =SUM(B3:B6) will appear in cell B7.

<table>
<thead>
<tr>
<th>mail</th>
<th>campus</th>
<th>telephone</th>
<th>web</th>
</tr>
</thead>
<tbody>
<tr>
<td>52978.23</td>
<td>38781.35</td>
<td>37213.45</td>
<td>29998.65</td>
</tr>
<tr>
<td>28234.5</td>
<td>48401.53</td>
<td>27034.56</td>
<td>42911.16</td>
</tr>
<tr>
<td>62567.25</td>
<td>72516.12</td>
<td>24354.86</td>
<td>77019.32</td>
</tr>
<tr>
<td>28567.15</td>
<td>69777.64</td>
<td>49976.6</td>
<td>32019.45</td>
</tr>
<tr>
<td>=SUM(B3:B6)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

12. **Click** the AutoSum button again. A total will appear. The computer has added together all the numbers in cells B3, B4, B5, B6.

13. **Click** in cell B7, **Place the cursor** over the fill handle (the tiny black square at the bottom right of the selected cell) and **drag** the cursor to cell E7.

<table>
<thead>
<tr>
<th>mail</th>
<th>campus</th>
<th>telephone</th>
<th>web</th>
<th>total</th>
</tr>
</thead>
<tbody>
<tr>
<td>52978.23</td>
<td>38781.35</td>
<td>37213.45</td>
<td>29998.65</td>
<td>172347.13</td>
</tr>
<tr>
<td>28234.5</td>
<td>48401.53</td>
<td>27034.56</td>
<td>42911.16</td>
<td>229476.6</td>
</tr>
<tr>
<td>62567.25</td>
<td>72516.12</td>
<td>24354.86</td>
<td>77019.32</td>
<td>138679.47</td>
</tr>
<tr>
<td>28567.15</td>
<td>69777.64</td>
<td>49976.6</td>
<td>32019.45</td>
<td>181948.6</td>
</tr>
</tbody>
</table>

14. Take your finger off the mouse button. Excel has automatically added together each one of the columns. You can see how much money was made through each type of advertising (mail, campus, web etc.)

15. **Click** on cell F3. **Highlight** the column down to F7 (do not use the fill handle).

16. **Click** on the **AutoSum** button. Now you have added up the total amount of money made at each vacation place.

17. **Click** in B5. **Type** the number 12. **Press** the ENTER key.

18. **See** that Excel automatically changes the total.

19. **Click** on the **FORMAT** menu and **Click** on **AUTOFORMAT**. **Click** on the format called "Accounting 2".
20. See how Excel automatically formats your spreadsheet. Format means change the way that it looks.

21. Click in cell A1 and Highlight until F1. Press the center and merge button. Bold the title and change the font size to 16pt.

22. Bold the words Mail, Campus, Telephone, Web and also the names for the tours.

23. Save this spreadsheet on your disk. Name it Excel 3. Do not close.

Making a graph
1. First you will make a pie graph that shows which way of marketing (advertising) makes the most money. A pie graph looks like this:

2. Highlight the totals for each form of marketing (mail, campus, telephone, and web). These are in cells B7 to E7. Do not include F7.

3. Click on the INSERT menu and select CHART.

4. In the box labeled CHART TYPE select PIE. Click on NEXT. You will see a box like this:

5. See that there are no labels on the graph to tell us which color means which type of marketing. Lets fix this. Click on CANCEL.
6. **Highlight** B7 through E7 again. Now **hold down** the **CTRL** key with your left hand. And with your right hand **Highlight** B2 through E2. It should look like this:

<table>
<thead>
<tr>
<th>mail</th>
<th>campus</th>
<th>telephone</th>
<th>web</th>
<th>total</th>
</tr>
</thead>
<tbody>
<tr>
<td>52978.23</td>
<td>36781.35</td>
<td>37213.45</td>
<td>29998.65</td>
<td></td>
</tr>
<tr>
<td>28234.5</td>
<td>46401.53</td>
<td>27034.66</td>
<td>42911.16</td>
<td></td>
</tr>
<tr>
<td>62567.25</td>
<td>72516.12</td>
<td>24354.86</td>
<td>77019.32</td>
<td></td>
</tr>
<tr>
<td>26567.15</td>
<td>69777.64</td>
<td>49976.6</td>
<td>32019.45</td>
<td></td>
</tr>
<tr>
<td>172347.13</td>
<td>229476.6</td>
<td>138579.47</td>
<td>181948.6</td>
<td></td>
</tr>
</tbody>
</table>

7. **Click** on the **INSERT** menu and select **CHART**.

8. In the box labeled **CHART TYPE** select **PIE**. **Click** on **NEXT**. It should look like this:

9. **Click** on **NEXT**.

10. In the box labeled **CHART TITLE** **Type** the words *Marketing Meathods*.

11. **Click** on the **DATA LABELS** tab at the top of the window.

12. **Click** in the circle next to **SHOW PERCENT**. **Click** on **NEXT**.

13. **Click** in the circle next to **AS OBJECT IN**. This will put your chart on the same page as the numbers. **Click** on **Finish**.

14. Now you must place your chart somewhere where it won’t cover up the other information. **Click** in the middle of the chart and **Drag** it to the place you want it to be.

**Another Graph**

1. Now we want to make a different kind of graph. This one will show the total amount of money made at each of the vacation places (Bahamas, Florida, etc.)

2. **Highlight** cells F3 to F6 and A3 to A6. Remember to use the **CTRL** key to select two areas that are not next to each other.

3. Try to figure out how to make a **bar graph** this time. It isn’t very different from making a pie graph. Try to learn on your own but ask for help if you need it.
4. Your bar graph should look something like this when you’re finished:

```
<table>
<thead>
<tr>
<th>Location</th>
<th>Sales (dollars)</th>
</tr>
</thead>
<tbody>
<tr>
<td>South Padre Paradise</td>
<td></td>
</tr>
<tr>
<td>St. Thomas Escape</td>
<td></td>
</tr>
<tr>
<td>Florida Vacation</td>
<td></td>
</tr>
<tr>
<td>Bahamas Beach</td>
<td></td>
</tr>
</tbody>
</table>
```

5. **Save** this file to your disk. **Name** it *Excel 3.*
Microsoft Excel Quiz: Exercise 6
Using Excel On Your Own

This activity is a test to see how well you understand Microsoft Excel and the spreadsheet format.

- I would like you to create a monthly budget for an imaginary person named Fred.
- This budget will need separate columns for expenses and income.
- You should show totals for the expenses and income.
- Also show what Fred will have left over by subtracting his total expenses from the total income.
- Finally make a bar graph that compares Fred’s monthly expenses with his monthly income.
- Good Luck!

Below is the information about how much money Fred earns each month and how much he spends.

Fred earns $123.00 a month delivering newspapers. He earns $246.00 a month mowing lawns. He earns $549.00 per month stocking shelves at a grocery store.

Fred spends $350.00 a month on rent. He spends about $30.00 a month on phone bills. He spends $50.00 a month on utilities like heat and electricity. He needs to buy new shoes this month so that will cost an extra $50.00. He spends about $80.00 a month on groceries. And he tries to save at least $35.00 a month in his savings account. He does not have to pay for gas or car repairs but he does spend about $75.00 a month on the bus. He also pays for health insurance, which costs $65.00 per month. Decide what a reasonable amount for Fred to spend on fun things like eating out, movies, and buying new stuff. You can make this one category in his budget.
Microsoft Excel: Exercise 7

In this exercise you will collect some information from other people in the class. You will use the information to make a table and graphs in Microsoft Excel.

1. Ask every person in the classroom (including teachers): What country were you born in? What languages do you speak? (Some people may speak more than one language.)
2. Write down the answers on a piece of paper.
3. Open Microsoft Excel.
4. Type the title of the spreadsheet in the first row.
5. Type the countries in column A.
6. Type the numbers of people born in those countries in column B.
7. Type the languages in column D
8. Type the numbers of people who speak those languages in column E.
9. Alphabetize the countries and languages.
10. Format the table so that it looks nice and is easy to read.
11. Make a pie chart of the countries people were born in.
12. Make a bar graph of the languages people speak.
13. Save and print your work.