

Lab 1

Activity Name	Demonstration Notes
Objective 1: Create, Save, and Navigate an Excel Workbook	
5.01 Starting Excel and Naming and Saving a Workbook	<ul style="list-style-type: none"> Start Excel. Save the blank workbook as Lastname_Firstname_8A_Sales in a new folder named Chapter 8 All In One
5.02 Navigating a Worksheet and a Workbook	<ul style="list-style-type: none"> Show the parts of the Excel workbook window, including the column and row headings, Select All box, and pointer. Explain how the scroll bars and boxes can be used.
Objective 2: Enter Data in a Worksheet	
5.03 Entering Text and Using AutoComplete	<ul style="list-style-type: none"> On Sheet1, in cell A2, type Pennsylvania Shoe Emporium and then press Enter. Point out that the text does not fit in the cell. In cell A3 type 1st Quarter Sales - Shoes Press Enter two times so cell A5 is active. Type Children - Boys and press Enter. In cell A6 type a C Note that the text <i>Children - Boys</i> appears. Continue typing Children - Girls and press Enter. In cell A7 type Women and press Enter. In cell A8 type Men and press Enter. In cell A9 type Total and press Enter.
5.04 Using Auto Fill and Keyboard Shortcuts	<ul style="list-style-type: none"> In cell B4 type Jan and then click the Enter button on the Formula Bar. With cell B4 active, locate the small black fill handle. Drag to cell D4. Click the Auto Fill Options button and point out the various options in the list. Click any cell to cancel the list.
5.05 Aligning Text and Adjusting the Size of	<ul style="list-style-type: none"> Widen column A by dragging the border between columns A and B to the right until

<p>Columns</p>	<p>the pixel count reaches 150. Release the mouse button.</p> <ul style="list-style-type: none"> Point to cell B4, and then drag across to select cells B4, C4, and D4. With the range selected, click the Center button. 															
<p>5.06 Entering Numbers</p>	<ul style="list-style-type: none"> Under Jan, click cell B5, and enter 34842.54 Press Tab to make C5 active. Enter the remaining sales numbers. <table border="1" data-bbox="672 446 952 718"> <thead> <tr> <th></th> <th>Jan</th> <th>Feb</th> </tr> </thead> <tbody> <tr> <td></td> <td>34842.54</td> <td>37305.93</td> </tr> <tr> <td></td> <td>39729.12</td> <td>29497.34</td> </tr> <tr> <td></td> <td>98375.93</td> <td>84927.82</td> </tr> <tr> <td></td> <td>28764.04</td> <td>23853.93</td> </tr> </tbody> </table> <ul style="list-style-type: none"> Save your workbook. 		Jan	Feb		34842.54	37305.93		39729.12	29497.34		98375.93	84927.82		28764.04	23853.93
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Objective 3: Construct and Copy Formulas and Use the SUM Function

<p>5.07 Constructing a Formula and Using the SUM Function</p>	<ul style="list-style-type: none"> Click cell B9, type = B5+B6+B7+B8 and press Enter. Click B9 and point out what's in the Formula Bar. Click cell C9 and type = Point to cell C5 and click one time, then type + and click cell C6. Continue until C5 through C8 are in the formula. Press Enter. Click cell D9. Click the SUM button. Point out what's in the Formula Bar. Press Enter.
<p>5.08 Copying a Formula by Using the Fill Handle</p>	<ul style="list-style-type: none"> Click cell E4, type Total and press Enter. In cell E5 hold down the Alt key and press = Click the Enter button on the Formula Bar. With cell E5 active, locate the fill handle and drag to cell E9. Click cell E6 and point out how the cell reference changed in the

	<p>Formula Bar.</p> <ul style="list-style-type: none"> Click cell F4, type Trend and press Enter.
Objective 4: Format Cells with Merge & Center and Cell Styles	
<p>5.09 Using Merge & Center and Applying Cell Styles</p>	<ul style="list-style-type: none"> Select the range A2:F2, and click the Merge & Center button. Select the range A3:F3 and repeat. Click cell A2. In the Styles group, click the Cell Styles button. Under Titles and Headings, click Title. Click cell A3, and apply the Heading 2 cell style. Select the range B4:F4. Hold down the Ctrl key and then select the range A5:A9. Display the Cell Styles gallery and click Heading 3.
<p>5.10 Formatting Financial Numbers</p>	<ul style="list-style-type: none"> Select the range B5:E5, hold down the Ctrl key, and select B9:E9. Click the Accounting Number Format button. Select the range B6:E8 and click the Comma Style button. Select B9:E9. Set the Cell Styles to Total. On the Page Layout tab, in the Themes group, click Themes. Set the theme to Foundry.
Objective 5: Chart Data to Create a Column Chart and Insert Sparklines	
<p>5.11 Charting Data in a Column Chart</p>	<ul style="list-style-type: none"> Select the range A4:D8. On the Insert tab, click Column. In the gallery, under 3-D Column, select the 3-D Clustered Column chart. Drag the upper left corner of the chart to cell A18. Locate the group of cells bordered in blue. On the Design tab, in the Data group, click the Switch Row/Column button and point out the changes to the chart. In the Chart Layouts group, select Layout 3.

	<ul style="list-style-type: none"> • In the chart, click the Chart Title text box and type First Quarter Sales Press Enter. Locate and select Chart Style 35.
<p>5.12 Creating and Formatting Sparklines</p>	<ul style="list-style-type: none"> • Select the range B5:D8. Click the Insert tab, and then in the Sparklines group, click Line. • In the Location Range, type F5:F8 and click OK. • On the Design tab, in the Show group, select the Markers check box. In the Style group, in the first row, select the third style, Sparkline Style Accent 3, Darker 50%.

Objective 6: Print, Display Formulas, and Close Excel

<p>5.13 Changing Views, Creating a Footer, and Using Print Preview</p>	<ul style="list-style-type: none"> • Insert a footer. On the left side of the footer, use the File Name button to insert the file name. Return to Normal view. • Scroll up to see your chart. Activate the chart. Drag the right border to the end of column F and the left border to the beginning of column A, if necessary. Click any cell to deselect the chart. • On the Page Layout tab, in the Page Setup group, click the Margins button and click Custom Margins. Select the Vertically check box to center on the page. Click OK. • Open Backstage view and click Properties, and then click Show Document Panel. • In the Author box, type your first and last names. In the Subject box, type your course name. In Keywords, type shoes, men, women, children Close the Document Information Panel. • Click File and then click Print to show the Print commands and the Print Preview. Make any adjustments needed so the worksheet prints on one page. • Return to Normal view by selecting the Home tab.
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5.14 Deleting Unused Sheets in a Workbook	<ul style="list-style-type: none"> • Delete Sheets 2 and 3.
5.15 Printing a Worksheet	<ul style="list-style-type: none"> • Display Backstage view and click Print. Under Print, Copies should be set to 1. Under Settings, select Print Active Sheets, if necessary. • In the Print group, click Print to print the worksheet.
5.16 Displaying, Printing, and Hiding Formulas	<ul style="list-style-type: none"> • On the Formulas tab, in the Formula Auditing group, click the Show Formulas button. In the column heading area, select columns A:F. Turn off Show Formulas. • Point to any column heading boundary and double-click to AutoFit the selected columns. • Set the Orientation to Landscape. In the Scale to Fit group, click the Width arrow and click 1 page. Display the Page Setup dialog box, click the Margins tab, and then under Center on page, select the Horizontally check box. Click OK. Display the Print Preview. • Save and close the worksheet and exit Excel.