Activity Name	Demonstration Notes
Objective 7: Check Spelling in a Worksheet	
5.17 **Checking Spelling in a Worksheet**	• Start Excel. In cell A2, type Pennsylvania Shoes and press Enter. In cell A3, type Inventory - Handbags and press Enter. • Save the file. Navigate to the Chapter 8 All In One folder. Type Lastname_Firstname_8B_Handbags and then click Save. • In cell B4, type Retail Price press Tab. In cell C4, type Quantity In cell D4, type Average Cost In cell E4, type Total Value Retail In cell F4, type Percent of Total Value Retail • Click cell A5. Without correcting the spelling error, type Hanbags Press Enter. In the range A6:A10, type the remaining row titles shown below: Socks Shoe Polish Slippers Tote Bags Total Value Retail for All Products • Widen column A to 220 pixels. Select the range A2:F2, Merge & Center the text, and apply the Heading 1 cell style. Select the range A3:F3, Merge & Center the text, and apply the Heading 2 cell style. • Make cell A1 the active cell, click the Review tab, and then in the Proofing group, click the Spelling button. • In the Spelling dialog box, under Not in Dictionary, point out the word Hanbags. Select

		the correct options to correct the misspelling. When proofing is complete, click OK. Save the workbook.

5.18	Entering Data by Range	• Select the range B5:D9, type 18.99 and press Enter. • With cell B6 active in the selected range, and pressing Enter after each entry, type the following:

18.99
17.99
19.99
16.99

• With the selected range still active, enter the data for Quantity and then Average Cost from the following table. Begin in cell C5, pressing Enter after each entry.

Quantity	Average Cost
1265	9.99
1194	5.99
2395	9.99
3285	8.99
1296	19.99

5.19	Using Arithmetic Operators	• Click cell E5, type =b5*c5 and press Enter. • Select cell E5 and drag down through cell E9 to copy the formula. Select the range C5:C9, and apply the Comma style. Remove the decimal places from these values. • Select the range E5:E9, and then at the bottom of your screen, in the status bar, point out the displayed values for Average, Count, and

		Sum.
		• Select cell E10, click the Sum button and then press Enter.
		• Select the range B5:B9, hold down Ctrl, and select D5:E9. Apply the Comma style. Select cell E10 and apply the Accounting Number Format. In cell E10, apply the Total cell style.
5.20	**Copying Formulas Containing Absolute Cell References**	• Click cell F5, type = and then click cell E5. Type / and then click cell E10. Press Enter. Click cell F5 again, and then drag the fill handle down through cell F9.
		• Point out that cells F6:F9 display an error message, *#DIV/0!*, and a green triangle in the upper left corner of each cell that indicates Excel detects an error. Click cell F6, and to the left of the cell, point to the Error Checking button to display its ScreenTip: The formula or function used is dividing by zero or empty cells.
		• Look at the Formula Bar and examine the formula =E6/E11.
		• Point to cell F5, and double-click to place the insertion point within the cell. Position the insertion point to the left of E10, press F4, and then click the Enter button on the Formula Bar. Drag the fill handle to copy the new formula down through cell F9.

Objective 10: Edit Values in a Worksheet

5.21	**Editing Values in a Worksheet**	• Place the insertion point within cell B7. Change the retail price to 15.99 Click cell A3 and insert the words and Accessories at the end of the cell entry. Press Enter.

		• In cell C4, type on Hand after *Quantity* and then press Enter. Click Save.
5.22	**Formatting Cells with the Percent Style**	• Click cell F5, and apply the Percent Style. Select the range F5:F9, right-click the selection, and on the Mini toolbar, click the Percent Style button. Increase the decimals to two places, and then center justify the percentages.

Objective 11: Format a Worksheet

5.23	**Inserting and Deleting Rows and Columns**	• Point to the row heading for row 4 and then right-click to select the row and display a shortcut menu. Click Insert. • Click cell A4, type As of 31 December and click the Enter button. Merge & Center the text across the range A4:F4, and then apply the Heading 3 cell style. • In the column heading area, point to column B to display the black arrow pointer, right-click, and then click Insert. Click cell B5, type Store Locations and press Enter. • In cell B6, type Allentown In cell B7 type Harrisburg In cell B8 type Pittsburgh In cell B9 type Harrisburg In cell B10 type Allentown • In the column heading area, right-click column E and click Delete.
5.24	**Adjusting Column Widths and Wrapping Text**	• In the column heading area, point to the column B heading and then drag to the right to select columns B:F. Set their widths to 95 pixels. • Select the range B5:F5, and in the Alignment group, click the Wrap Text button. Center and Middle Align the text and apply the Heading 4

cell style.

- Select the range B6:B10, right-click, and click the Center button. Click cell A11, and apply the Themed Cell Style 20% - Accent5.

- Insert a footer. On the left side of the footer, click the File Name button to insert the file name. Return to Normal view.

- On the Page Layout tab, click the Margins button and select Custom Margins. In the Page Setup dialog box, under Center on page, select the Horizontally and Vertically check boxes, and click OK.

- Display Backstage view, select Properties, and click Show Document Panel. In the Author box, replace the existing text with your first and last names. In the Subject box, type your course name. In the Keywords box, type shoe, accessory, inventory Close the Document Information Panel.

- Press Ctrl + F2 to show the Print Preview. View all pages. Set the orientation to Landscape. Click the Home tab and make any necessary corrections. Delete Sheets 2 and 3.

- Save and close the workbook, and then close Excel.