

## Lab 3

Activity Name		Demonstration Notes
<b>Objective 12: Use the SUM, AVERAGE, MEDIAN, MIN, and MAX Functions</b>		
5.25	Using the SUM and AVERAGE Functions	<ul style="list-style-type: none"> <li>Start Excel. Open goaio_1e_08C_script_data.xlsx. Save the file in your Chapter 8 All In One folder as 8C_Bakery_Inventory</li> <li>In cell A4, type Total Items in Stock In cell A5, type Average Price In cell A6, type Median Price</li> <li>Click cell B4, and then click the AutoSum button. Select A12:A63 and press Enter. Click cell B5. On the Formulas tab, in the Function Library group, click More Functions, point to Statistical, and then click AVERAGE. In the Number1 box, type D12:D63 Click OK.</li> </ul>
5.26	Using the MEDIAN Function	<ul style="list-style-type: none"> <li>Click cell B6. Click More Functions, point to Statistical, and then click MEDIAN. Select the range D12:D63. Click OK.</li> <li>Select B5:B6. Right-click the range. On the Mini toolbar, click Accounting Style. Repeat and set the Comma Style for cell B4. Decrease the decimal places to 0.</li> </ul>
5.27	Using the MIN and MAX Functions	<ul style="list-style-type: none"> <li>In cell A7, type Highest Price In cell A8, type Lowest Price</li> <li>Click cell B7. From the list of Statistical functions, click MAX. Select D12:D63, and click OK. Click cell B8 and insert the MIN function to determine the lowest</li> </ul>

		Retail Price. Select B5:B8 and apply the Accounting Number Format.
<b>Objective 13: Move Data, Resolve Error Messages, and Rotate Text</b>		
<b>5.28</b>	<b>Moving Data and Resolving a ##### Error Message</b>	<ul style="list-style-type: none"> <li>Select A4:B8 and drag the selected cells to the right until the ScreenTip displays D4:E8. Widen column E to 90 pixels. In the column heading area, AutoFit columns D and E.</li> <li>Select D4:E8, open the Cell Styles gallery, and set the Cell Styles to 20% - Accent6. Save your workbook.</li> </ul>
<b>5.29</b>	<b>Rotating Text</b>	<ul style="list-style-type: none"> <li>In cell C6, type Statistics for Inventory Select C4:C8. Merge cells. Click the Orientation button, and then click Format Cell Alignment. Set the text Orientation to 20 degrees. Click OK.</li> <li>Change the Font Size to 12, and apply Bold and Italic. Click the Font Color button arrow, and under Standard Colors select Purple. In the Alignment group, apply Align Text Right.</li> </ul>
<b>Objective 14: Use COUNTIF and IF Functions and Apply Conditional Formatting</b>		
<b>5.30</b>	<b>Using the COUNTIF Function</b>	<ul style="list-style-type: none"> <li>Insert three rows below row 9. Select the rows. On the Home tab, in the Editing group, click Clear, and then Clear Formats.</li> <li>In cell A11, type Types of Fillings and then press Tab. With cell B11 active, on the Formulas tab, in the Function Library group, click the More Functions button. In</li> </ul>

	<p>the Statistical functions list, click COUNTIF. In the Range box, select the range G15:G66. In the Criteria box type Filling Click OK. Center the count in the cell.</p>
<p><b>5.31 Using the IF Function</b></p>	<ul style="list-style-type: none"> <li>In cell H14 type Stock Level and press Enter. With cell H15 active, in the Function Library group, click the Logical button, and then click IF. In the Logical_test box, click cell A15, and then type &lt;15 In the Value_if_true box, type Order In the Value_if_false box type OK Click OK. Use the fill handle to copy the function in cell H15 down through H66.</li> </ul>
<p><b>5.32 Applying Conditional Formatting by Using Highlight Cells Rules and Data Bars</b></p>	<ul style="list-style-type: none"> <li>Select H15:H66. On the Home tab, click Conditional Formatting. Point to Highlight Cells Rules, and click Text that Contains. In the first box, type Order In the second box, select Custom Format from the drop-down list. In the Font style list, click Bold Italic. Click the Color arrow. From the first row select the ninth color, Indigo, Accent 5. Click OK in both dialog boxes.</li> <li>Select A15:A66. In the Styles group, click Conditional Formatting. Point to Data Bars, and under Gradient Fill, click Purple Data Bar.</li> </ul>
<p><b>5.33 Using Find and Replace</b></p>	<ul style="list-style-type: none"> <li>Select F15:F66. In the Editing group, click Find &amp; Select, and then click Replace. In the Find what box, type Jar In the Replace with box, type Container Click the Replace All button. Click OK. Click the Close button on the Find and</li> </ul>

	Replace dialog box.
<b>Objective 15: Use Date &amp; Time Functions and Freeze Panes</b>	
<b>5.34 Using the NOW Function to Display a System Date</b>	<ul style="list-style-type: none"> <li>In cell A69 type Edited by Firstname Lastname and then press Enter. With cell A70 active, in the Function Library group, click Date &amp; Time. Click NOW, and then click OK.</li> </ul>
<b>5.35 Freezing and Unfreezing Panes</b>	<ul style="list-style-type: none"> <li>Click cell A1. Scroll down the worksheet to show what happens when headings are not frozen. Select row 15. On the View tab, in the Window group, click the Freeze Panes button, and then click Freeze Panes. Show what happens when rows 1:14 are frozen. Click Freeze Panes and then click Unfreeze Panes to unlock all rows and columns.</li> </ul>
<b>Objective 16: Create, Sort, and Filter an Excel Table</b>	
<b>5.36 Creating an Excel Table</b>	<ul style="list-style-type: none"> <li>Click any cell in the table below row 14. On the Insert tab, click the Table button. Select the My table has headers check box, if necessary, and click OK. On the Design tab, in the Table Styles group, in row 2, select the first style, Table Style Light 7.</li> </ul>
<b>5.37 Sorting and Filtering an Excel Table</b>	<ul style="list-style-type: none"> <li>In the header row of the table, click the Product Name arrow, and then click Sort A to Z. Click the Item # arrow, and show the difference between sorting from Smallest to Largest and sorting from Largest to Smallest. Click the Packaging arrow, and select the (Select All) check box to clear it. Select the Can check box, and then click OK.</li> </ul>

	<ul style="list-style-type: none"> <li>• Click any cell in the table. On the Design tab, in the Table Style Options group, click to select the Total Row check box. In cell A67, click the arrow that displays to the right of cell A67, and then click Sum.</li> <li>• Click cell A12, type Packaging - Cans and press Tab. In cell B12, type 26 This total can be found in the total row. Center the contents of cell B12.</li> <li>• Click the Packaging arrow, and then click Clear Filter From "Packaging". Click the Item # arrow, and then click Sort Smallest to Largest.</li> </ul>
<p>5.38     <b>Converting a Table to a Range of Data</b></p>	<ul style="list-style-type: none"> <li>• Click a cell in the table and click the Design tab. Clear the Total Row check box to remove the Total row from the table.</li> <li>• In the Tools group, click the Convert to Range button. In the message box, click Yes. Click Save.</li> </ul>
<b>Objective 17: Format and Print a Large Worksheet</b>	
<p>5.39     <b>Printing Titles and Scaling to Fit</b></p>	<ul style="list-style-type: none"> <li>• Select A14:H14. Apply the Heading 4 cell style, and then Center. Make column adjustments as necessary.</li> <li>• Click the Insert tab, and click Header &amp; Footer. On the left side of the footer, click the FileName button. Exit the footer and return to Normal view. Delete Sheet2 and Sheet3.</li> <li>• On the Page Layout tab, in the Themes group, click the Themes button, and then click Slipstream. Click the Margins</li> </ul>

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button, and then click Custom Margins. Under Center on page, select the Horizontally and Vertically check boxes, and then click OK.

- Set the Orientation to Landscape. Display Print Preview. At the bottom of Print Preview, click Next Page. Click the Page Layout tab, and in the Page Setup group, click Print Titles. Under Print titles, click in the Rows to repeat at top box, and select row 14. Click OK.
  - Press Ctrl +F2 to preview the worksheet. In Print Preview, in the Settings group, set the scaling to Fit All Columns on One Page. Preview the document and show that column titles are on all pages.
  - In the Document Panel Author box, type your first and last names. In the Subject box, type your course name. In the Keywords box, type inventory, Allentown, bakery Close the Document Information Panel.
  - Save the workbook. Close Excel.
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