Lab 4

Activity Name	Demonstration Notes
Objective 18: Navigate a Workbook and Rename Worksheets	
5.40 **Navigating Among Worksheets, Renaming Worksheets, and Changing the Tab Color of Worksheets**	• Start Excel. Open goaio_1e_08D_script_data and save in the Chapter 8 All In One folder as Lastname_Firstname_8D_Sales • Rename Sheet1 Online Sales and Sheet2 Delivery Sales Change the Tab colors. For Online Sales click the fifth color in the first row: Blue, Accent 1. For Delivery Sales select Purple, Accent 4.
Objective 19: Enter Dates, Clear Contents, and Clear Formats	
5.41 **Entering and Formatting Dates**	• On the Delivery Sales sheet, click cell A14 and notice that the cell indicates 9/13 (September 13). With cell A14 selected, display the Number tab of the Format Cells dialog box. Click the 3/14/01 type and click OK. • Click cell A17, type 9-18-13 and then press Enter. Click cell A17 again. Hold down Ctrl and press ; to enter the current date. Press Enter. Click cell A17, type 9-18-13 and press Enter. Click cell A14, click the Format Painter button, and then click cell A17.
5.42 **Clearing Cell Contents and Formats**	• On the Delivery Sales worksheet, click cell A1. On the Home tab, in the Editing group, click the Clear button and then click Clear Contents. In cell A1, type Delivery Sales and on the Formula Bar click the Enter button. Click the Clear

button and then click Clear Formats.

- Click cell A2 and press Delete. Use Clear Formats to clear the purple fill color from cell A2. Click cell A14, click the Clear button, and click Clear Formats. Click the Undo button to restore the date format.

Objective 20: Copy and Paste by Using the Paste Options Gallery	

5.43	**Copying and Pasting by Using the Paste Options Gallery**	• With the Delivery Sales worksheet active, select A4:A11. Right-click the selection and click Copy to place a copy of the cells on the Office Clipboard. Point out the moving border. • Click the Online Sales sheet tab. Point to cell A4, right-click, and under Paste Options, click the first button, Paste. Display the Delivery Sales worksheet and press Esc to cancel the moving border. Save the workbook.

Objective 21: Edit and Format Multiple Worksheets at the Same Time	

5.44	**Grouping Worksheets for Editing**	• With the Delivery Sales sheet active, make cell A1 the active cell. Point to the Delivery Sales sheet tab, right-click, and click Select All Sheets. • Select columns A:G, and set their width to 85 pixels. • Click cell A2, and type Week of September 6 Keep cell A2 as the active cell. Merge & Center the text across A2:G2, and then apply the Heading 1 cell style. • Click cell E4, type Total Food Sales and then press Tab. In cell F4, type Non-Food Sales and then press Tab. In cell G4, type

		Total Sales and then press Enter.
		• Select A4:G4 and apply the Heading 4 cell style. In the Alignment group, click the Center, Middle Align, and Wrap Text buttons. Save your workbook. Display the Online Sales worksheet to cancel the grouping.
5.45	**Formatting and Constructing Formulas on Grouped Worksheets**	• Display the Delivery Sales worksheet. Verify the sheets are not grouped. In cell A1, type Non-Food and Food Items: Weekly Delivery Sales Keep cell A1 the active cell. Merge & Center the text across the range A1:G1 and then apply the Title cell style.

• In the column titled *Non-Food Sales*, click cell F5. In the range F5:F11 type the following data for Non-Food Sales:

96 7.39	76 0.29	86 0.54	49 6.09	68 9.20	97 6.43	39 5.69

• Display the Online Sales sheet. In cell A1, replace *Online Sales* with Non-Food and Food Items: Weekly Online Sales Merge & Center across the range A1:G1 and then apply the Title cell style.

• In the column titled *Non-Food Sales*, click cell F5. In the range F5:F11 type the following data for Non-Food Sales:

39 6.47	46 5.40	75 6.30	49 2.38	29 6.67	95 8.54	34 6.07

• Save your workbook. Right-click the Online Sales sheet tab and click Select All Sheets. With the sheets *grouped* and the

		Online Sales sheet active, click cell E5. Click the Sum button. Press Enter to display Total Food Sales for Monday. Click cell E5 and copy the formula through cell E11.
		• Click cell G5 and type = Click cell E5, type + and then click cell F5. Press Enter to display the result, then copy the formula down through cell G11. In cell A12, type Total and then select the range B5:G12. Hold down the Alt key and press = to enter the SUM function in each empty cell.
		• Select A5:A12 and apply the Heading 4 cell style. Select B5:G5 and B12:G12 and apply Accounting Number Format. Select B6:G11 and apply Comma Style. Select B12:G12 and apply the Total cell style. Click the Delivery Sales sheet tab to cancel the grouping.

Objective 22: Create a Summary Sheet with Column Sparklines

		• Click the Insert Worksheet button. Rename the new worksheet tab Summary Change the Tab Color to Red, Accent 2.
5.46	**Constructing Formulas that Refer to Cells in Another Worksheet**	• Widen columns A:E to 125 pixels. In cell A1, type Sales of Non-Food and Food Items Merge & Center A1:E1, then apply the Title cell style. In cell A2, type Week of September 6 Merge & Center A2:E2, and apply the Heading 1 cell style.
		• Leave row 3 blank. To form column titles, in cell B4 type Food/Non-Food In cell C4 type Food Sales In cell D4 type Non-Food Sales In cell E4 type Total Sales Press Enter. Select the range B4:E4. Apply the

		Heading 4 cell style and Center. In cell A5, type Delivery Sales In cell A6, type Online Sales
		• Click cell C5. Type = Click the Delivery Sales sheet tab. On the Delivery Sales worksheet, click cell E12, and then press Enter.
		• Click cell D5. Type = and then click the Delivery Sales sheet tab. Click cell F12, and then press Enter. In cells C6 and D6 insert the total Food Sales and Non-Food Sales data from the Online Sales worksheet. Click Save.
5.47	Changing Values in a Detail Worksheet to Update a Summary Worksheet	• In cell A7, type Total Select C5:E6, and click the Sum button. Select C5:E7 and click the Sum button to total the columns. • Display the Online Sales worksheet, click cell B8, type 468.32 and then press Enter. All the *Totals* are recalculated. • On the Summary worksheet, select the range C6:E6 and change the format to Comma Style. Select C7:E7 and apply the Total cell style. Select A5:A7 and apply the Heading 3 cell style.
5.48	Inserting Sparklines	• Click cell B5. On the Insert tab, in the Sparklines group, click Column. In the Create Sparklines dialog box, in the Data Range box, select C5:D5. Click OK. Click cell B6 and insert a Column Sparkline for C6:D6. In the Style group, apply Sparkline Style Accent 3, Darker 25% in row 2, column 3 to this sparkline. •

		Objective 23: Format and Print Multiple Worksheets in a Workbook

5.49	**Moving and Formatting Worksheets in a Workbook**	• Move the Summary sheet tab to the left of the Online Sales sheet tab. Right-click and click Select All Sheets. Insert a Custom Footer on the left with File Name. • Open the Page Setup dialog box. On the Margins tab, under Center on page, select the Horizontally and Vertically check boxes. Click OK, and return to Normal view. • In the Document Panel, Author box, type your first and last names. In the Subject box, type your course name. For Keywords, type sales, online, delivery, September 6 Close the Document Information Panel.
5.50	**Printing All the Worksheets in a Workbook**	• Display Backstage view. Click the Print tab, and verify that the worksheets are still grouped. In the Print group, click the Print button. • Click the Save button. Close Excel.