

Concepts Review

True/False Questions

Each of the following statements is either true or false. Indicate your choice by circling T or F.

- T F 1. A worksheet contains at least one workbook.
- T F 2. The Name Box shows the address of the active cell.
- T F 3. The Zoom size for a particular worksheet is permanent.
- T F 4. A chart is updated with a Refresh command after the data are edited.
- T F 5. You can replace a cell's contents by clicking the cell and keying new data.
- T F 6. The default alignment for data keyed in a cell is center.
- T F 7. Edit mode starts when you press **F2**.
- T F 8. The SUM function adds the values in a range and then divides by the number of values.

Short Answer Questions

Write the correct answer in the space provided.

1. What is the name for the cell with a heavy black border that is ready to accept new data or a formula?

2. Give an example of a cell address in the first column of a worksheet.

3. What is the screen element that contains command tabs?

4. Name two design or formatting features that can be used to emphasize parts of the data.

5. What is the keyboard shortcut to move the pointer to cell A1?

6. Name the preset arrangements of colors, backgrounds, and effects that can be applied to charts.

EX-44

UNIT 1 Introduction to Excel

7. How do you print all three sheets in a workbook with one command?

8. What handle can be used to copy a function?

Critical Thinking

Answer these questions on a separate page. There are no right or wrong answers. Support your answers with examples from your own experience, if possible.

- What types of worksheets and data are (or could be) maintained at your place of employment? What types of worksheets and data might be helpful for your personal use?
- In addition to SUM and AVERAGE, what other types of calculations might be common to business and/or personal use?

Skills Review

Exercise 1-30

Navigate in a workbook. Work with columns and rows and edit data. Save a workbook file.





NOTE

If you open a student data file from an Internet location, click Enable Editing to exit Protected View.

This workbook tracks Web-based sales of eyeglass frames and calculates average and total sales. You need to adjust the column widths and row heights and edit some of the data. Then you need to save the workbook with a new name.



- Navigate in a workbook and work with columns and rows by following these steps:
 - Click the File tab and choose **Open**.
 - Navigate to the drive and folder according to your instructor's directions.
 - Find **Excel_SR1-30** and double-click it.
 - Press **Ctrl+PageDown** to view the chart.
 - Click the **EyeglassSales** sheet tab.
 - Position the pointer on the vertical border between the column headings for columns A and B. Drag the pointer to make the column **17.14 (126 pixels)** spaces wide.
 - Make column B **11.43 (85 pixels)** spaces wide.
 - Click the column heading for column C. Hold down the **Shift** key and click the column heading for column G. Position the pointer on the vertical border between the headings for columns C and D. Drag the pointer to make the selected columns **11.43 (85 pixels)** spaces wide.

- i. Click anywhere in row 3. In the **Cells** group on the **Home** command tab, click the Format button . Choose **Row Height**, key **26.25**, and press **Enter**.
 - j. Make row 18 **26.25 (35 pixels)** points tall.
2. Edit data by following these steps:
 - a. Press **Ctrl+G**, key **d15**, and press **Enter**. Key **120** and press **Enter**.
 - b. Change cell C11 to **100**.
 - c. Press **Ctrl+↓** and then click cell A23. Key **[Your First and Last Name]**.
 - d. Press **Ctrl+Home**.
 3. Save a workbook by following these steps:
 - a. Click the **File** command tab and choose **Save As**.
 - b. Navigate to your drive and folder.
 - c. Click the current file name and key **[your initials]1-30**. Click **Save**.
 - d. Click the Close Window button . Do not save the workbook if a message box appears.
 4. Prepare and submit your work.

Exercise 1-31

Edit data and save a workbook. Use an Excel function. Print Excel files.

This workbook monitors how many appointment reminder messages were sent out by AllAround Vision Care offices in each of the four cities. You need to complete the labels and calculate totals.

1. Edit data and save a workbook by following these steps:
 - a. Click the **File** command tab and choose **Open**.
 - b. Find **Excel_SR1-31** and double-click it.
 - c. Click cell A2, key **Appointment Reminders** and press **Alt+Enter**. Key **by Location** and press **Enter**.
 - d. Make column A **17.86 (130 pixels)** spaces wide.
 - e. Click the Fill handle for cell B3 and drag right to cell D3.
 - f. Press **F12**. Navigate to your drive and folder.
 - g. Click the file name and key **[your initials]1-31**. Click **Save**.
2. Use an Excel function by following these steps:
 - a. Click cell E4. On the **Home** command tab in the **Editing** group, click the SUM button . Press **Enter**.
 - b. Click the Fill handle for cell E4 and drag down to cell E7. Click the arrow with the AutoFill Options button  and choose **Fill Without Formatting**.



NOTE



This worksheet has an icon set, a conditional format. The flag color depends on the value.











EX-46

UNIT 1 Introduction to Excel



NOTE








When you click the SUM button  for a range of cells, you need not press .

- c. Click cell B8 and press . Press  three times to select cells B8:E8.
 - d. Click the SUM button  in the **Editing** group.
 - e. Click cell A10 and key **[Your First and Last Name]**. Press .
 - f. Press +.
3. Print Excel files by following these steps:
 - a. Press +. Preview the worksheet in Backstage view.
 - b. Click the Print button .
 - c. Click the Close Window button . Click **Save** if prompted to save your file.
 4. Submit your work.

Exercise 1-32

Edit data and save a workbook. Use an Excel function. Use alignment, borders, and fill.

AllAround Vision Care cooperates with and aids a nonprofit organization called the Worldwide Campaign. This organization provides funding and/or services to various efforts across the globe. This workbook displays yearly cash contribution totals collected by AllAround Vision Care offices. You will calculate an average, edit labels, and do some reformatting.

1. Open **Excel_SR1-32**.
2. Edit data and save a workbook by following these steps:
 - a. Click cell B4 and press . Double-click “Guatemala” and key **South American**. Press .
 - b. Double-click cell B5. An en dash (–) is a special character used to separate ranges of numbers. Without changing the en dash (–), edit the dates to show 2009–2011. Press .
 - c. Click cell B8. Rest the mouse pointer on the Fill handle and drag down to cell B11.
 - d. Click cell B12, key **Averages**, and press .
 - e. Click the **File** command tab and choose **Save As**. Navigate to your folder. Click the file name, key **[your initials]1-32**, and click **Save**.
3. Use an Excel function by following these steps:
 - a. Click cell C12 and hold down the  key. Press  two times to select cells C12:E12.
 - b. Click the arrow with the SUM button  in the **Editing** group. Choose **Average**.
 - c. Click cell A16 and key **[Your First and Last Name]**.




REVIEW

The Mini toolbar appears when you select text for editing.










TIP

If you choose the wrong command, click the Undo button  and try again.

**NOTE**

This worksheet uses rows and columns as separators.

4. Use alignment, borders, and fill by following these steps:
 - a. Click cell C7. Hold down the **Shift** key and press **→** two times. Click the Align Text Right button  in the **Font** group.
 - b. Select cells C6:E6. Click the Dialog Box Launcher in the **Alignment** group. Click the arrow for the **Horizontal** box and choose **Center Across Selection**. Click **OK**.
 - c. Click the Borders button  in the **Font** group while cells C6:E6 are selected.
 - d. Click cell B7. Hold down the **Shift** key and press **→** three times. Continue holding down the **Shift** key and press **↓** four times.
 - e. Click the arrow with the Borders button  and choose **More Borders**. In the **Style** box, choose the dotted line (first choice below **None**). In the **Text** preview area, click where the middle horizontal border will be located. Then click where the bottom horizontal border will be located. Do not click **OK** yet.
 - f. In the **Style** list, choose the single solid line (last choice, first column). In the **Text** preview area, click where a middle vertical border will be located. Click **OK**.
 - g. Select cells C12:E12. Click the arrow with the Border button  and choose **Bottom Double Border**.
 - h. Select cells B12:E12. Click the arrow with the Border button  and choose **More Borders**. Set a solid middle vertical border.
 - i. Select cells A1:F1. Click the arrow with the Fill Color button  and choose **White, Background1, Darker 25%** in the first column.
 - j. Select cells A13:F13 and apply the same fill color.
 - k. Apply a single bottom border to cells B5:E5.
5. Press **Ctrl+Home**. Click the Close Window button  and choose **Save** to save your workbook with the same name.
6. Prepare and submit your work.

**NOTE**

You can click the buttons that surround the Border preview to locate borders too.

Exercise 1-33




Work with columns and rows. Use alignment and fill. Work with an Excel chart.

AllAround Vision Care tracks appointment reminders so that it can monitor patients' responses to calls and cards. This workbook shows how many reminders were sent by each office for the second quarter. You are to adjust some of the formatting of the worksheet and edit its corresponding chart.

1. Open **Excel_SR1-33**. Press **F12**. Navigate to your folder. Name the file **[your initials]1-33** and click **Save**.

**NOTE**

The main labels will not be clearly visible until you adjust the alignment.

2. Work with columns and rows by following these steps:
 - a. Rest the pointer on the border between the column headings for columns A and B.
 - b. Drag the pointer to the left to make column A **17.86 (130 pixels)** spaces wide.
 - c. Click the row heading for row 4 and drag down to select rows 4:7. Rest the pointer on the border between the row headings for rows 7 and 8.
 - d. Drag the pointer down to make the rows **22.50 (30 pixels)** points tall.
3. Use alignment and fill by following these steps:
 - a. Click cell A1. Hold down the **[Shift]** key and press **[→]** four times. Continue holding down the **[Shift]** key and press **[↓]** one time. Cells A1:E2 should be selected.
 - b. Click the Dialog Box Launcher in the **Alignment** group. Click the arrow for the **Horizontal** box and choose **Center Across Selection**. Click **OK**.
 - c. While cells A1:E2 are selected, click the arrow with the Fill Color button  and choose **Black, Text 1, Lighter 50%** in the second column.
 - d. Click cell A15 and key **[Your First and Last Name]**. Press **[Ctrl]+[Home]**.
4. Work with an Excel chart by following these steps:
 - a. Click the **ReminderChart** sheet tab.
 - b. Click in the white chart background. Click the **Chart Tools Design** command tab.
 - c. Click the More button  in the **Chart Styles** group. Choose **Style 41**.
 - d. Click the chart title and then click inside the bounding box. Press **[Home]**. Key **Appointment** and press **[Spacebar]**.
 - e. Click just to the left of “b” in “by” and key **Notices** and press **[Spacebar]**.
 - f. Press **[End]** and press **[Spacebar]**. Key **[Your Last Name]**. Click anywhere in the black chart background.
 - g. Right-click one of the white columns. Choose **Add Data Labels** tab. Click one of the data labels.
 - h. Click the **Home** command tab and change the font size to **12** and then click the Bold button **[B]**.
 - i. Add and format data labels for the remaining two columns. Click the blue-gray window background when finished.
5. Click the Close Window button  and save changes.
6. Prepare and submit your work.

**NOTE**

This column chart has three data series or three sets of values, one set for each month.

Lesson Applications

Exercise 1-34

Navigate and edit data. Work with columns and rows. Use an Excel function. Use alignment, borders, and fill.

AllAround Vision Care pays close attention to eyeglass frame sales from its office locations in addition to Web sales. You are to complete the labels for the on-site sales worksheet, add the appropriate calculations, and build the sheet into a professional-looking report.



NOTE

If you open a student data file from an Internet location, click Enable Editing to exit Protected View.

1. Open **Excel_LA1-34**. Save the workbook as *[your initials]1-34* in your folder.
2. Edit cell A2 to show “On-Site Sales of Frames (Domestic).” Delete the label in cell C20.
3. In cell B3, key **Year 1**. Fill the rest of this label series.
4. Center the labels in cells A1:A2 across a selection that includes column F.
5. Delete the formulas in cells F4:F17. Then use AVERAGE in cells F4:F17. Use SUM in cells B18:E18. Cell F18 should be blank.
6. Select columns B:F and make them **12.14 (90 pixels)** spaces wide. Make rows 4:17 **24.00 (32 pixels)** points tall.
7. Apply a bottom border to cells A3:F3. Apply a double bottom border to cells A18:F18. For cells A4:F17, design borders that use solid middle vertical borders and dotted horizontal middle and bottom borders. Add vertical borders where needed in row 18.
8. For cells A1:F2, use a medium gray fill and outside borders.
9. Key your first and your last name in cell A20. Press **Ctrl+Home**.
10. Prepare and submit your work. Save and close the workbook.

Exercise 1-35

Edit data. Use functions, alignment, and borders. Print a workbook.

At each location, AllAround Vision Care counts the number of times that certain equipment is used each day. This worksheet needs labels added as well as its calculation(s). It is also to be formatted more attractively.



NOTE

Some averages may result in a decimal value.

1. Open **Excel_LA1-35**. Save the workbook as *[your initials]1-35* in your folder.
2. Fill the labels in row 3 to Sunday. Then edit cell H3 to show “Total.” Edit the label in cell A8 to show “Daily Average.”

UNIT 1 Introduction to Excel

- Use AVERAGE in row 8. Use SUM in column H, leaving cell H8 empty.
- Select cells A1:H2 and recenter these labels across the selection.
- Make rows 4:8 the same height as row 3.
- Apply a bottom border to cells A3:H3. Apply a double bottom border to cells A8:H8. For cells A4:H7, design borders that uses solid middle vertical borders and dotted horizontal middle and bottom borders. Add vertical borders where needed in row 8.
- Key your first and your last name in cell A11. Press **Ctrl**+**Home**.
- Press **Ctrl**+**P** to open Backstage view for printing. Choose the option to print the entire workbook, review it, and then print both sheets.
- Prepare and submit your work. Save and close the workbook.

Exercise 1-36

Work with an Excel chart. Save a workbook.

The number of cataract screenings is tracked by office to guide in training staff and developing marketing. The chart for this worksheet needs some editing before it is ready for distribution.

- Open **Excel_LA1-36**. Save the workbook as *[your initials]1-36* in your folder.
- On the **ScreeningChart** sheet, click in the white chart background and apply **Style 40** from the **Chart Tools Design** tab.
- Select and edit the chart title to add **(Chicago Offices)** in parentheses, like the label on the worksheet.
- Select and edit the small text box with the company name and change “AllAround” to your last name.
- Save and close the workbook. Prepare and submit your work.

Exercise 1-37 ♦ Challenge Yourself

Edit data. Use Excel functions and fill.

The worksheet with eyeglass frame sales data is to be edited so that it shows the best and worst years for each frame. These two functions (MAX and MIN) are similar to SUM, so you are expected to complete this work. MAX will display the largest value in the cell range; MIN will display the smallest. The sheet is to use fills instead of borders to differentiate the rows.



NOTE

Hold down the **Ctrl** key to select cells and/or rows that are not next to each other.

- Open **Excel_LA1-37**. Save the workbook as *[your initials]1-37* in your folder.
- Complete the labels in row 3.
- Use the MAX function in column F. It is an option with the SUM button **Σ**. Then use MIN in column G and verify the argument range.

4. After you copy the formulas, fix the fill color if necessary for cells F5:G5.
5. Apply the same fill color as is used in row 5 to the data in the odd-numbered rows up to and including row 17.
6. Insert a row at row 18 and apply **No Fill**. Add vertical borders where you think they might enhance readability.
7. In cell A21, key **Prepared by**[Your First and Last Name]. Press **Ctrl**+**Home**.
8. Prepare and submit your work. Save and close the workbook.

On Your Own

In these exercises you work on your own, as you would in a real-life work environment. Use the skills you've learned to accomplish the task—and be creative.

Exercise 1-38

Open **Excel_Lesson1**. On the **EyeglassSales** sheet, practice each of the navigation shortcuts shown in Table 1-2. Then use cell A2 and Edit mode to practice the keyboard shortcuts shown in Table 1-4. Close the workbook without saving.

Exercise 1-39

Open **Excel_SR1-33**. Edit all of the labels to reflect and measure four items of interest to you. You might list four Web site addresses and count how many times you visit each one. You could list four employee names and how many sick or vacation days each one took or accrued. Change the alignment and borders, or add a fill to give a different look to the data. Key your first and last name in cell A15. Save the workbook as **[your initials]1-39** in your folder. Prepare and submit your work.

Exercise 1-40

Open **Excel_LA1-37**. Delete columns F and G. Complete the labels in row 3. Change each of the frame names to a different name that you find, develop, or like. Change the fill color in rows 1, 2, 5, and 18 to create a new look. Then apply the fill to the odd-numbered rows. Key your first and last name in cell A21. Save the workbook as **[your initials]1-40** in your folder. Prepare and submit your work.