

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. If you key "ABC Company" in a cell, Excel will recognize it as a label.
- T F 2. When text is too long for a row, it spills to the next row.
- T F 3. A range is a rectangular group of cells.
- T F 4. Formulas must be keyed in the formula bar.
- T F 5. A new document theme may not update all fonts used in a worksheet.
- T F 6. A single set of values is best illustrated by a pie chart.
- T F 7. A chart legend specifies the number scale used for the values in the chart.
- T F 8. A relative reference means that the cell address reflects the column or row where it is located.

Short Answer Questions

Write the correct answer in the space provided.

1. What symbol is used to start a formula?

2. Describe how to rename a worksheet tab.

3. What is included in a document theme?

4. If the pointer is in cell B3 as you key a label and you want to key a label in cell C3, what key can you press to go directly to cell C3?

5. Give an example of a range address.

6. What chart element describes how colors are used for the bars, columns, or slices?

7. Describe what this formula would do: =B2+C4.

8. List three arithmetic operators that might be used in a formula.

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.

1. How would you go about developing a workbook to illustrate the average number of minutes per day that you use your cell phone?
2. Why does Excel have different data types such as values, labels, and dates? What are some of the differences among these types?

Skills Review

Exercise 2-20

Enter labels, values, and dates. Create formulas.

As a health care company, AllAround Vision Care submits claims for reimbursement on behalf of its patients to various insurance companies. In the workbook that you will create, you will list reimbursements received and calculate the amount now owed by the patient. From that data, you can calculate a reimbursement rate by dividing the actual reimbursement received by the billed amount.

1. Enter labels, values, and dates by following these steps:
 - a. In a new, blank workbook, double-click the **Home** command tab to collapse the Ribbon.



REVIEW

Press **[Backspace]** to correct errors in a cell, or press **[Esc]** to start over.


- b. Key the labels, dates, and values shown in Figure 2-17. The dates in column A follow a pattern. Key the first two dates using the current year. Select cells A4:A5, and use the Fill handle to fill dates to row 10. Include the dollars signs, decimal points, and zeros or cents.

Figure 2-17

	A	B	C	D	E
1	AllAround Vision Care				
2	Insurance Claims Filed				
3		Amount	Reimbursement	Due from Patient	Rate
4	3/15/20xx	\$125.00	\$ 67.00		
5	3/31/20xx	\$235.00	\$113.00		
6		\$ 76.00	\$ 34.00		
7		\$ 55.25	\$ 27.50		
8		\$ 47.85	\$ 32.50		
9		\$135.00	\$115.00		
10		\$157.00	\$ 83.75		

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2. Create formulas by following these steps.
 - a. Click cell D4. Key **=b4-c4** and press **Enter**.
 - b. Divide the amount received by the amount billed to determine a rate of reimbursement. Click cell E4. Key **=** and then click cell C4. Key **/** for division and then click cell B4. Press **Enter**. The rate is shown as a decimal.
 - c. Select cells D4:E4. Rest the mouse pointer on the Fill handle for cell E4. Drag down to copy the formulas to row 10.
 - d. Double-click any command tab in the Ribbon to expand it.
3. Select cells B3:E3, and click the Align Text Right button  in the **Alignment** group on the **Home** command tab. Then click the Bold button **B** in the **Font** group.
4. Select cells A1:A2, and click the arrow next to the **Font** box. Choose **Cambria**. Click the arrow next to the **Font Size** box, and choose **18**.
5. Select cells A3:E10, and build borders to enhance reading the data.
6. Adjust the height of rows 3:10 to be taller. Adjust column widths as needed.



TIP

The General number format shows as many decimal places as will fit. To display more or fewer decimal places, you can change the column width.



NOTE

Follow your class procedures for submitting work.

7. Edit cell A2 to add **by[Your First and Last Name]** to the label. Then center cells A1:E2 across the selection.
8. Press **Ctrl+Home**. Save the workbook as **[your initials]2-20** in your folder.
9. Prepare and submit your work.

Exercise 2-21

Create formulas. Apply cell styles and font commands. Apply number and date formats.






REVIEW

If a workbook is opened from an Internet location, it opens in Protected View. Click Enable Editing to edit the workbook.

Margin is the difference between what an item costs and what it is sold for. It may also be referred to as *profit margin*. In this workbook, you calculate the dollar amount for a 10% margin on the eyeglass frames sold by AllAround Vision Care. The margin is added to the cost to determine a selling price.

1. Open **Excel_SR2-21**. Click the **File** command tab and choose **Save As**. Save the workbook as **[your initials]2-21** in your folder.
2. Create formulas by following these steps.
 - a. Click cell D4. Key **=b4*10%** and press **Enter**. This is the percentage that will be added to the cost.
 - b. Click cell E4. Key **=** and then click cell B4. Key **+** for addition and then click cell D4. Press **Enter**.
 - c. Select cells D4:E4. Rest the mouse pointer on the Fill handle for cell E4. Drag down to copy the formulas to row 17.

3. Apply cell styles and font commands by following these steps:
 - a. Click cells A1:A2.
 - b. In the **Styles** group on the **Home** command tab, click the Cell Styles button . Choose the **Title** style.
 - c. Select rows 1:2 and make them tall enough to display the labels.
 - d. Select cells A3:E3 and apply the **Heading 1** style. Adjust the row height if needed.
 - e. Autofit the columns that appear too narrow.
 - f. Select cells A5:E5 and apply the **20%-Accent1** style.
 - g. Select cells A7:E7. Hold down **Ctrl** and select cells A9:E9. Hold down **Ctrl** and select cells A11:E11. Continue adding rows to your selection so that all the odd rows are selected. Apply the **20%-Accent1** style.
 - h. Select rows 4:17 and make them **26.25 (35 pixels)** tall.
 - i. Click cell A3 and hold down **Shift**. Press **→** to reach column E, and then press **↓** to reach row 17. For cells A3:E17 set a solid black middle vertical border.
4. Apply number and date formats by following these steps.
 - a. Select cells B4:E17.
 - b. Click the arrow with the **Number Format** box in the **Number** group.
 - c. Choose **Currency**.
 - d. Click cell E1 and key today's date in the format *mm/dd/yy*.
 - e. With cell E1 selected, click the Dialog Box Launcher in the **Number** group. In the **Type** list, find and choose the layout that shows the month and year without a date: **March-01**. Click **OK**.
 - f. With cell E1 selected, click the arrow with the Font Color button  and choose **Dark Blue, Text 2** in the fourth column. Then click the Bold button **B**.
5. For the labels in cells B3:E3, apply either center or right alignment, whichever looks better to you.
6. Key your first and last name in cell A19. Press **Ctrl**+**Home**.
7. Click the Save button  to save the workbook with the same name.
8. Prepare and submit your work.

Exercise 2-22

Create formulas. Create a pie chart.

Each location for AllAround Vision Care carries out a marketing plan that includes radio, TV, and print media. With data supplied by the advertising agencies, AllAround in Dallas can calculate and compare total costs by media. It can also determine audience reach by media and show the comparison in a pie chart.

1. Open **Excel_SR2-22**. Press **[F12]** and save the workbook as *[your initials]2-22*.



REVIEW

A single or a series of # symbols in a cell means that a value in that cell is too wide to be displayed. Just widen the column.









2. Autofit column B to display all the labels. Then autofit column F.
3. Create formulas by following these steps:
 - a. Click cell E5. Key **=** and then click cell C5. Key ***** for multiplication and then click cell D5. Press **[Enter]**.
 - b. Click cell E5. Rest the mouse pointer on its Fill handle. Copy the formula to row 10.
 - c. Click cell E11 and click the Sum button **[Σ]** in the **Editing** group. Press **[Enter]**.
 - d. Click cell E11, and click the arrow with the Font Color button **[A]** in the **Font** group. Choose **Aqua, Accent 5, Darker 25%** in the ninth column. Then click the Bold button **[B]**.
4. Create a pie chart by following these steps:
 - a. Select cells B5:B10. Hold down **[Ctrl]** and select cells F5:F10.
 - b. Click the **Insert** command tab. Click the Pie button **[Pie]**. Choose **Exploded pie in 3-D** in the **3-D Pie** group.
 - c. Point at the top-right corner of the white chart background to display the four-headed move pointer. Drag the chart object so that its top-left corner aligns in cell A14.
 - d. Click the down arrow at the bottom of the vertical scroll bar several times to display the entire chart object with about five worksheet rows below it.
 - e. Point at the bottom-right selection handle of the chart to display a two-headed sizing pointer. Drag it to cell G30.
 - f. Click the **Chart Tools Layout** tab. Click the Chart Title button **[Title]**. Choose **Above Chart**.
 - g. Point at the **Chart Title** placeholder and click. Triple-click **Chart Title** and key **Comparison of Advertising Media for Dallas**.
 - h. Click the legend to select it. On the **Chart Tools Layout** tab, click the Legend button **[Legend]**. Choose **Show Legend at Bottom**.
5. Click a worksheet cell to deselect the chart. Key your first and last name in cell A33 and press **[Ctrl]+[Home]**.
6. Click the Save button **[Save]**.
7. Prepare and submit your work.

Exercise 2-23

Create formulas. Change the document theme. Apply cell styles and font commands. Use Page Layout view.

As it monitors third-quarter marketing costs in Chicago, AllAround Vision Care needs to determine the cost per occurrence of each media run. You can

do this by dividing the total expenditure by the number of times an ad was run. The worksheet and chart are also ready for a different look.

1. Open **Excel_SR2-23**. Click the **File** command tab and choose **Save As**. Save the workbook as *[your initials]2-23* in your folder.
2. Create formulas by following these steps.
 - a. Click cell D5. Key **=** and then click cell E5. Key **/** for division and click cell C5. Press **Enter**.
 - b. Click cell D5. Rest the mouse pointer on its Fill handle. Copy the formula to row 10.
 - c. Autofit columns so that all data are visible.
 - d. Press **Ctrl+Home**.
3. Change the document theme by following these steps:
 - a. Click the **Page Layout** command tab. Click the Themes button .
 - b. Find and choose the **Urban** theme.
 - c. Double-click the **AdvDetails** worksheet tab. Key **Chicago** and press **Enter**.
 - d. Right-click the **Chicago** tab and choose **Tab Color**. Choose **Blue-Gray, Accent 6** in the last column.
4. Apply cell styles and font commands by following these steps:
 - a. Select cells B2:B3. Click the **Home** command tab. Click the Cell Styles  and choose the **Title** style.
 - b. While cells B2:B3 are selected, click the arrow with the **Font Size** box and choose **22**.
 - c. Triple-click the chart title. Point at the Mini toolbar and change the font to **Trebuchet MS**. Then change the font size to **16** from the **Font** group on the **Home** command tab.
 - d. Click any worksheet cell.
 - e. Select cells E11:F11. Click the arrow with the Font Color button  and choose **Blue-Gray, Text 2** in the fourth column.
 - f. Click any worksheet cell and then press **Ctrl+Home**.
5. Use Page Layout view by following these steps:
 - a. Click the Page Layout button  in the status bar.
 - b. Click the Zoom Out button  in the status bar two times.
 - c. Hover over the left margin marker, and drag it left to change the margin to **0.70 inch**.
 - d. Set the right margin to **0.70 inch**.
 - e. Click **Click to add header**. In the **Header & Footer** group, click the Header button .
 - f. Find and choose the three-item layout that includes the user name, the page number, and the date.
 - g. Click the user name and change it to your name.
 - h. Click a worksheet cell. Then click the Normal button  in the status bar.
6. Click the Save button .
7. Prepare and submit your work.

Lesson Applications

Exercise 2-24




Enter labels and values. Apply cell styles. Create formulas. Use Page Layout view.



REVIEW

If a workbook is opened from an Internet location, it opens in Protected View. Click Enable Editing to edit the workbook.

Long-distance calls are a business expense and are tracked yearly. Based on last year's call numbers, you can estimate this year's call numbers for each AllAround Vision Care office. You will copy the current year's data and add a set value to estimate next year's numbers.

1. Open **Excel_LA2-24**. Save it as *[your initials]2-24*.
2. Key **Qtr 1** in cell B4, and fill the labels in row 4 to "Qtr 4." Right-align these labels. Make columns B:E **8.57 (65 pixels)** wide.
3. Select cells A1:A3 and apply the Title cell style. Make rows 1:3 **26.25 (35 pixels)** tall.
4. Apply the Heading 2 cell style to the labels in row 4. Set the height of rows 4:8 to **18.75 (25 pixels)**.
5. Select cells A5:E8, and build a border arrangement with black dotted horizontal lines and solid black vertical lines.
6. Select cells A4:E8 and click the Copy button . Click cell A10 and click the Paste button . Press the **[Esc]** key on the keyboard to cancel the marquee. Make rows 10:14 **18.75 (25 pixels)** tall.
7. Change the label in cell A10 to **This Year**. Then select cells B11:E14 and delete the values.
8. In cell B11, use a formula to add 30 to the corresponding value from last year. Then copy the formula to row 14 and to column E. Check Paste Options so that your paste is completed without formatting, but fix the borders as necessary.
9. Change the tab name to **OutCalls** and choose a tab color.
10. In Page Layout view, key your name in the left header section. Insert the file name in the center section and the date at the right. Change the left margin to 2.00 inches.
11. Return to Normal view. Click the Save button .
12. Prepare and submit your work.



TIP

Most Copy commands do not copy the row height.

Exercise 2-25

Enter values. Apply font commands. Create a pie chart. Use Page Layout view.

Eyeglass frames are an important sales item for AllAround Vision Care. There are several frames that are consistently best-sellers. You need to complete data entry for a worksheet about the best-sellers and build pie charts for this year's and last year's sales.

1. Open **Excel_LA2-25**. Save it as *[your initials]2-25*.
2. Select and delete row 7 and then delete rows 10:11.
3. Key the values shown in Figure 2-18.

Figure 2-18

	A	B	C
4	Chaos	125	145
5	Independence	133	125
6	Marvelous	205	115
7	Now or Never	315	275
8	Techno	226	325
9	Ubie	276	135
10	Zonked	156	75

4. Select cells A1:A2 and change the font size to 18. Then make both rows **26.25 (35 pixels)** tall.
5. Make the labels in row 3 bold and right-align cells B3:C3. Then set columns B:C to be **15.00 (110 pixels)** wide.
6. Select cells A1:C2 and center them across the selection.
7. Select cells A4:B10 and create a simple 2-D pie chart. Position the chart object so that its top-left corner aligns in cell A12. Add a chart title above the chart that displays **Best-Sellers Last Year**. Apply Chart Style 29.




REVIEW

Press and hold the **Ctrl** key to select noncontiguous cell ranges.

8. Select cells A4:A10 and cells C4:C10, and create a second simple 2-D pie chart. Position the second chart so that its top-left corner aligns in cell A28. Add a chart title that displays **Best-Sellers This Year**. Apply Chart Style 27.
9. Click a worksheet cell, press **Ctrl+Home**, and switch to Page Layout view. Change the left margin to 1.75 inches. Reduce the magnification so that you can see the entire page.

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10. Click in the center footer section and key your first and last name. Rename the worksheet **Bestsellers**. Choose a color for the tab.
11. Return to Normal view. Click the Save button .
12. Prepare and submit your work.

Exercise 2-26

Enter labels, values, and dates. Change the document theme. Apply cell styles and date formats. Use Page Layout view.

AllAround Vision Care collects old eyeglasses for distribution in world locations where there is a need. The project is managed by the WorldWide Campaign, a not-for-profit entity. The number of eyeglasses collected by each location is tallied in a worksheet.




REVIEW


The keyboard shortcut to create a new workbook is **Ctrl+N**.

1. In a new workbook, name **Sheet1** as **OldEyeglasses**.
2. Choose the Oriel document theme. Save the workbook as **[your initials]2-26**.
3. Key the labels shown in Figure 2-19. For the dates, key the current year.

Figure 2-19

	A	B	C	D	E
1	AllAround Vision Care				
2	(In cooperation with the WorldWide Campaign)				
3	Old Eyeglass Collection Effort				
4		Boston	Chicago	Dallas	Seattle
5	1/1/yy	1	2	2	1
6	2/1/yy				



4. Select cells A5:A6, and format the dates to show only the month and two digits for the year (March-01). Then use the Fill handle to fill the dates to December of the current year. Widen the column slightly if any cells show ###.
5. Select cells B5:E5, and use the Fill handle to copy these values down to row 16.
6. Select cells B17:E17 and click the Sum button .
7. Apply the Title cell style to cells A1:A3. Then apply the Accent6 cell style to cells A4:E4 and to cells A5:A17.
8. Apply the 40%-Accent6 cell style to cells B6:E6. Apply the same style to the even-numbered rows. Makes cells A4:E17 bold.
9. Right-align the city names. Then select cells B4:E17 and set solid black middle vertical borders.

10. Make columns B:E **14.38 (120 pixels)** wide. Center the labels in the first three rows across an appropriate selection.
11. In Page Layout view, add your first and last name in the right header section.
12. Press **Ctrl+F2** to switch to Backstage view for printing. Review the sheet, close Backstage view, and return to Normal view.
13. Click the Save button .
14. Prepare and submit your work.

Exercise 2-27 ♦ Challenge Yourself

Enter labels. Create a pie chart. Change the document theme.

The Seattle location of AllAround Vision Care has prepared its worksheet about advertising costs. However, there are spelling and formatting errors, and the chart does not portray the correct data. You are expected to fix these problems.

1. Open **Excel_LA2-27**. Save it as *[your initials]2-27*.
2. Select the chart. On the **Chart Tools Design** tab, click the Select Data button  to open the Select Data Source dialog box. The chart should graph each type of media and the number of persons reached by that media. Select the new **Chart data range** and click **OK**.
3. Edit the chart title to show the correct city name.
4. Click cell A1 and then click the **Review** command tab in the Ribbon. Use the spell-check feature or your own proofreading to find and correct spelling errors. Ignore flagged errors, of course, if they are correct spellings.
5. Apply the Solstice document theme. Key your first and last name in cell A32.
6. Click the Save button .
7. Prepare and submit your work.

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 2-28

To learn about AutoCorrect, key the names of the days of the week in column A in a new workbook, deliberately not capitalizing some of the days and keying some with two initial caps (FRiday). In column B, key seven

common words, one in each cell, deliberately making an error. For example, key “teh” and press in cell B1. Aim for short, everyday words. Click the **File** command tab and choose **Options**. Click **Proofing** and then click **AutoCorrect Options**. Scroll the list to review words that are automatically replaced. Then in the **Replace** box, key your initials. In the **With** box, key your full name with proper capitalization. Add this to the list and click **OK** to close both dialog boxes. In column C, key your initials and press . Return to the Excel Options and delete your initials/name entry from the AutoCorrect Options list. Save this workbook as *[your initials]2-28*. Prepare and submit your work.

Exercise 2-29

In a new workbook, key the names of the rooms in your home or apartment in column A. In column B, key an approximate square footage. Total the square footage, and add labels where needed so that your data are easily understood. Build a pie chart to show the room names and sizes. Decide how to format your data and your chart. Add a header, and key your name in the right section. Save the workbook as *[your initials]2-29*. Prepare and submit your work.

Exercise 2-30

Using a print or Internet catalog, create a list of five items that you plan to purchase (clothing, electronics, office supplies, groceries, etc). In a new workbook, list each item name, its size, color, or other attribute, and the cost per unit (three columns). In a quantity column, key a value to represent how many you plan to buy. Create a formula to show a total cost for each item as well as a grand total. Decide how to format your sheet. Add a footer that displays the user name, the date, and the file name. Save the workbook as *[your initials]2-30*. Prepare and submit your work.

