

Unit 1 Applications

Unit Application 1-1

Rename and delete worksheets. Use Find and Replace. Create formulas. Format worksheet data.

AllAround Vision Care maintains a statement of assets for financial and government reporting. An *asset* is an item that has a monetary value. The company's primary assets are listed in two groups: current and fixed. Current assets are those that are used regularly, will be sold, or will be received in the normal operation of the business. Fixed assets are permanent and generally include property, buildings, and equipment. You are to correct errors, insert formulas, and format the worksheet.

1. Open **Excel_Unit1-1**. Apply the Civic document theme. Rename **Sheet1** as **Assets**, and choose a tab color from the theme colors. Delete the other sheets. Save the workbook as *[your initials]u1-1* in your folder.



NOTE

Some values appear in exponent form (5^E+06) when the column is not wide enough.

2. Replace all occurrences of **valuables** with **assets**. Then do your own proofreading or use the spelling command to find and correct errors. Look for inconsistent capitalization too.
3. Edit cell A18 to display "Total current and fixed assets." Increase the indent two times for cells B15:B16. Widen the columns to see all the data.
4. Sum the value of current assets in cell C11. In cell C16, subtract depreciation from the equipment amount. In cell C17, add the real estate and equipment after depreciation amounts. Add the total current and net fixed assets in cell C18. Select all the values and apply the Accounting Number format. Widen columns again if you see ##### symbols.
5. Format cells A1:A2 with the Title cell style. Use the Heading 4 cell style for cells A3, A12, and A18.
6. Set dotted middle and bottom horizontal borders for cells B4:C10 and cells B13:C16. For cells C11 and C18, set top and double bottom borders from the Border button gallery.
7. Make all the data rows slightly taller, and widen the columns as needed. Merge and center or center across a selection for the labels in rows 1:2.
8. Change the left margin to approximately 1.25 inches. Add your name in the right header section.
9. Prepare and submit your work. Save and close the workbook.

Unit Application 1-2

Enter values and labels. Create formulas. Insert rows. Format worksheet data.

A statement of activities shows revenues (money from fund-raising, donations), related expenses, and a resulting change in cash or net assets. It is similar to an income statement but is more appropriate when reporting not-for-profit work. You are to prepare and format this year's statement of activities related to AllAround Vision Care's work with the WorldWide Campaign.

1. Create a new workbook with one sheet named **ActivitiesStatement**, and save the workbook as *[your initials]u1-2* in your folder.
2. Key the data as shown in Figure U1-1.

Figure U1-1

	A	B
1	AllAround Vision Care	
2	(In cooperation with the WorldWide Campaign)	
3	Statement of Activities	
4	Revenue	
5	Contributions from T-shirt sales	25000
6	Contributions from ice cream sales	23000
7	Contributions from phone donations	20000
8	Contributions from street donations	35000
9	Donated services and facilities	250000
10	Expenses	
11	Volunteer resources	27000
12	Mail and phone campaigns	7500
13	General and administrative	55000
14	Fundraising support	13000
15	Increase in net assets from activities	

3. Move the contents of cells B5:B9 to cells C5:C9. Insert a row at row 10 and another at row 16.
4. In cell C10, sum the values in column C. In cell C16, sum the values in cells B12:B15. In cell C17, subtract total operating expenses from revenues.
5. Use the Accounting Number format for all the values. Change the font color for cell C16 to **Red** from the **Standard Colors** in the palette.
6. Use dotted middle and bottom horizontal borders for cells A5:C9 and cells A12:B15. Set top and double bottom borders for cell C10 and C17.
7. Use the Headings font for the current document theme for the labels in cell A1:A4, A11, and A17. Make the labels in cell A4, A11, and A17 bold. Then set the labels in cells A1:A3 to 14 points, and center them across the data.
8. Use Page Layout view and Backstage view to determine and set a left margin that places the data so that they appear centered horizontally on the page. Add your first and last name in the right footer section.
9. Prepare and submit your work. Save and close the workbook.



TIP

You can show the margins in Backstage view for printing, and drag them to new locations.

Unit Application 1-3

Change the document theme. Use AutoComplete or Pick From Drop-down List. Build borders and change indents.

AllAround Vision Care encourages its employees to continue their professional growth by participating in management or Microsoft Office classes. A basic worksheet to track this data has been started, and you are to complete the data and do some reformatting.

1. Open **Excel_Unit1-3** and choose a more descriptive name for the sheet. Save the workbook as *[your initials]u1-3* in your folder.
2. Key the missing e-mail addresses using the same pattern as the other e-mail addresses.
3. Use AutoComplete or Pick From Drop-down List to choose a department, location, and class for all cells in which the data are missing. You may make your own selections. Add data in row 20 for your own name.



NOTE

If you click an e-mail address, your e-mail client is launched. Close it and try again.



NOTE

This worksheet is set for landscape printing.

4. Change to the Concourse document theme. Right-click the e-mail addresses that use a different font, and set each to use 10-point Arial.
5. Delete rows 21:23. Change the height of rows 1:3 to 22.50 (30 pixels). Then insert a row at row 4. It should use the same fill as rows 1:3.
6. Build borders that make the data easy to follow. Then increase the indents for all the data so that there is at least one space between the first character and any vertical border.
7. Adjust the left and/or right margin so that the sheet fits on a single page. Add your name in the middle of the footer.
8. Prepare and submit your work. Save and close the workbook.

Unit Application 1-4

On Your Own.

Search online booksellers for book and/or video titles about Microsoft Office Excel. Make a list of 10 titles, including authors, publishers, number of pages or duration (length of time), price, and type of media.

Prepare a worksheet for your data with additional columns for shipping charges, tax, and a total cost. Format the data based on your own design ideas. Use a header or a footer with appropriate information. Save your workbook as *[your initials]u1-4* in your folder. Prepare and submit your work. Close the workbook.