

# VETERANS UPWARD BOUND

*~Educating America's Best~*

## Objectives-Creating a Worksheet and a Chart

Students will have mastered the material in this project when they can:

- Start and Quit Excel
- Describe the Excel worksheet
- Enter text and numbers
- Use the AutoSum button to sum a range of cells
- Copy a cell to a range of cells using the fill handle
- Format a worksheet
- Create a 3-D Clustered column chart
- Save a workbook and print a worksheet
- Open a workbook
- Use the AutoCalculate area to determine statistics
- Correct errors on a worksheet
- Use the Excel Help system to answer questions

## Overview

This project presents Excel basics. First, students are introduced to starting Excel. They learn about the Excel window and how to enter text and numbers to create a worksheet. Students learn how to select a range and how to use the AutoSum button to sum numbers in a column or row. Using the fill handle, they discover how to copy a cell to adjacent cells. Once the worksheet is built, students learn how to format cells one at a time using buttons on the Formatting toolbar and how to format a range using the AutoFormat command. They then will add a 3-D Clustered column chart to the worksheet. After completing the worksheet, they find out how to print the worksheet and chart. Students also learn how to start Excel by opening an Excel document, use the AutoCalculate area, and edit data in cells. Finally, they learn how to use the Excel Help system to answer their questions.

**Background:** You work part-time as a spreadsheet specialist for Knotting Hill Bookstore, one of the larger bookstores in the world. Your manager has asked you to develop a monthly sales analysis worksheet.

### Basic Solution:

1. Create the worksheet shown below using the following sales amounts and categories.

	A	B	C	D	E	F
1	Knotting Hill Bookstore					
2	October Sales					
3		Audiobooks	eBooks	Hardcover	Softcover	Total
4	Business	10498.77	9387.44	7434.28	15987.5	
5	Children	18943.2	12498.88	9655.33	25687.9	
6	College	35687	25987.2	24354.86	59479.99	
7	Technical	32581.64	29777.64	54888.6	54156.47	
8	Totals					

2. Use the SUM function to determine the totals for the types of books, subject area, and company totals
3. Format the worksheet title to 26-point Arial Rounded MT Bold dark blue, bold font and center it across columns A through F. Do not be concerned if the edges of the worksheet title are not displayed.
4. Format the worksheet subtitle to 16-point Arial Rounded MT Bold dark blue, bold font and center it across columns A through F.
5. Format cells A3:F3 using the cell style Heading 3 and cells A8:F8 using the Totals cell style.
6. Bold cells A4:A7.
7. Format the ranges B4:F4, and B8:F8 using the accounting format and the range B5:F7 using the comma format.
8. Select the range A3:E7 and 3D Clustered column. Move and resize the chart so it appears in the range A10:F20. Delete the chart title.
9. Make the following two corrections to the sales amounts: \$14,785.21 for Children e-Books, \$57,752.54 for Technical Softcover books. After you enter the corrections, the company totals should equal \$432,889.10.

