

VETERANS UPWARD BOUND

~Educating America's Best~

Objectives-Formulas, Functions and Formatting

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

- Enter formulas using the keyboard and Point mode
- Recognize smart tags and option buttons
- Apply the AVERAGE, MAX, and MIN functions
- Format a worksheet using buttons and commands
- Add conditional formatting to a range of cells
- Change the width of a column and height of a row
- Check the spelling of a worksheet
- Preview how a printed copy of the worksheet will look
- Print a partial or complete worksheet
- Display and print the formulas version of a worksheet
- Rename sheets in a workbook
- E-mail the active worksheet from within Excel

Overview

In creating the workbook for this project, students learn how to enter formulas, calculate an average, find the highest and lowest numbers in a range, change fonts, draw borders, align text, format numbers, change column widths and row heights, and add conditional formatting to a range of numbers. Students learn how to spell check a worksheet, preview a worksheet, print a worksheet, print a section of a worksheet, and display and print the formulas version of the worksheet using the Fit to option. Finally, students learn how to send an e-mail directly from within Excel with the opened workbook as an attachment.

Background:

A group of friends have started a stock club geared towards researching and investing in stocks of large, well-established, and consistently profitable companies, which are referred to as blue-chip stocks. You are the treasurer of this club and have been asked to design a spreadsheet to track and analyze the investment portfolio.

Basic Solution:

1. Open Blue Chip Stock Club on Moodle.
2. Enter Column Titles as shown below, pressing ALT+Enter to end a line and begin a new one:

	A	B	C	D	E	F	G	H	I
1	Blue Chip Stock Club								
2	Investment Analysis								
3									
4	3M	MMM	40341	394	79.75		120.25		
5	Caterpillar	CAT	39887	750	34.25		44.5		
6	Coca-Cola	KO	41487	975	58.75		44.125		
7	DuPont	DD	37146	850	33.125		42.25		
8	General Electric	GE	37598	525	29.5		26.625		
9	General Motors	GM	38265	810	37.375		40		
10	Intel	INTC	39724	875	13		18.75		
11	Microsoft	MSFT	37271	250	64.35		56.375		
12	Wal-Mart	WMT	40733	925	32.625		45.25		
13	Total								
14	Average								
15	Highest								
16	Lowest								

3. Enter the Initial Cost by entering the formula =D4*E4.
4. Enter the Current Value by typing the = sign, then point to D4, type the * sign and point to G4. Click the Enter button to complete the formula.
5. Enter the Gain/Loss using H4-F4 as the formula. The Percent of Gain/Loss formula will be I4/F4.
6. Copy the formula in Initial Cost by using the fill handle
7. Select the formulas in Current Value, Gain/Loss, and Percent Gain/Loss. Copy the formula using the fill handle.
8. Use the Autosum to put a total in Initial Cost, Current Value, Gain/Loss.
9. Use the Average function to compute the average in Shares.
10. Use the MAX function to compute the maximum value in Shares.
11. Use the MIN function to compute the minimum value in Shares.
12. The following outlines the formatting in the completed worksheet:

1. Worksheet title and subtitle
 - a. Font type — Arial Black
 - b. Font size — title 28; subtitle 18
 - c. Font style — bold
 - d. Alignment — center across columns A through J and center vertically
 - e. Background color (range A1:J2) — blue
 - f. Font color — white
 - g. Border — thick box border around range A1:J2
2. Column titles
 - a. Font style — bold
 - b. Alignment — center
 - c. Border — bottom border on row 3
3. Data
 - a. Alignment — center data in column B
 - b. Dates in column C — mm/dd/yy format
 - c. Numbers in top row (range E4:I4) — Currency style
 - d. Numbers below top row (range E5:I12) — Comma style
 - e. Border — thick bottom border on row 12
4. Total line
 - a. Font style of row title in cell A13 — bold
 - b. Numbers — Currency style
5. Average, Highest, and Lowest lines
 - a. Font style of row titles in range A14:A16 — bold
 - b. Numbers — Currency style with floating dollar sign in the range E14:I16
6. Percentages in column J
 - a. Numbers — Percent style with two decimal places; if a cell in range J4:J12 is less than 0, then cell appears with bold white font and background color of red
7. Column widths
 - a. Column A — 13.00 characters
 - b. Columns B through D — best fit
 - c. Column E, G, and J — 10.00 characters
 - d. Columns F, H, and I — 12.00 characters
8. Row heights
 - a. Row 3 — 45.00 points
 - b. Row 14 — 24.00 points
 - c. Remaining rows — default

13. Select the range J4:J12 and click Conditional Formatting. Add a new rule using Format only cells that contain. Select the Patterns tab and click Red. Click the Font tab and click Bold. Also in the Font tab, Click the Color Box Arrow and select White. Click the OK button to see your conditional formatting.
14. Check the Spelling of your worksheet, using the Spell Checker.
15. Preview your worksheet using Print Preview.
16. Display your formulas by Pressing CTRL+Accent Mark (^).
17. Change the worksheet name to your name and make the tab blue.

