

## CONCEPTS REVIEW

Label each of the elements of the Excel worksheet window shown in Figure 3-25.

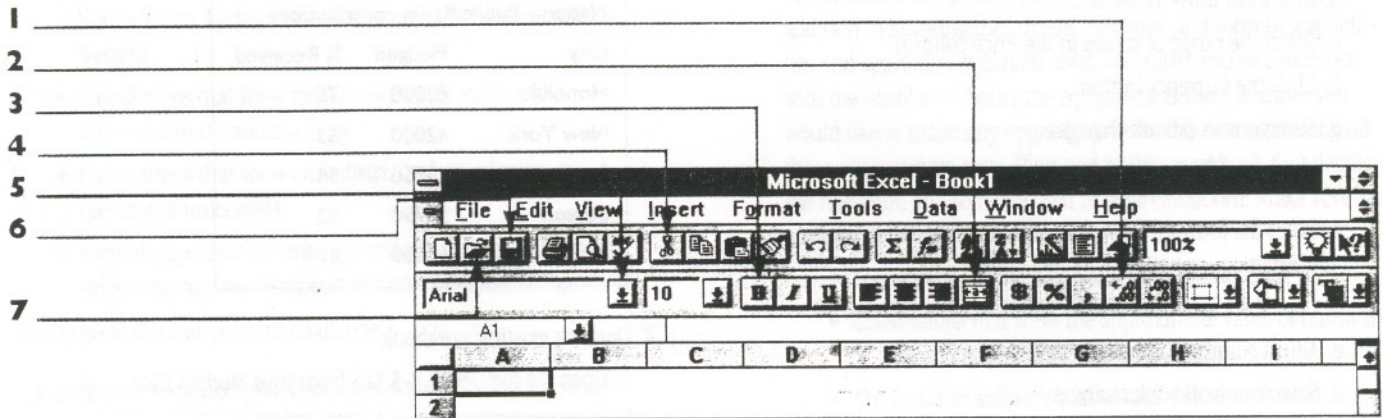





FIGURE 3-25

Match each of the statements to the command or button it describes.

- |   |  |
|---|--|
| 8 Adds a new row or column                                  | a. Format Cells  |
| 9 Erases the contents of a cell                             | b. Edit Delete   |
| 10 Duplicates the contents of a cell                        | c. Insert Row/Column   |
| 11 Changes the point size of selected cells                 | d.  |
| 12 Pastes the contents of the Clipboard in the current cell | e.  |
| 13 Changes the format to Currency                           | f.  |

Select the best answer from the list of choices.

- 14 When you copy data using the Copy button, Excel puts the selected data on the
- Border
  - Menu
  - Clipboard
  - Range
- 15 A cell address that changes when copied into a new location is called a(n)
- Absolute reference
  - Relative reference
  - Mixed reference
  - Combined reference

16 Cell D4 contains the formula =A4+B4+C4. If you copy this formula to cell D5, what will the formula be in cell D5?

- =A\$4+\$B\$4+\$C\$4
- =A4+B4+C4-D4
- =D5-D4
- =A5+B5+C5

## APPLICATIONS REVIEW

- Adjust column widths.
  - Open a new workbook.
  - Enter the information from Table 3-5 in your worksheet.
  - Adjust all columns widths using the AutoFit feature.
  - Save this workbook as CHAIRS.XLS to the MY\_FILES directory on your Student Disk.

TABLE 3-5

Country Oak Chairs, Inc.  
Quarterly Sales Sheet

Description	Price	Sold	TOTALS
Rocker	1299	1104	
Recliner	800	1805	
Bar stool	159	1098	
Dinette	369	1254	

- 2 Format cell data with new fonts and point sizes.
  - a. Select the range of cells containing the column titles.
  - b. Change the font of the column titles to Times New Roman.
  - c. Increase the point size of the column titles to 14 point.
  - d. Resize columns as necessary.
  - e. Select the range of values in the Price column.
  - f. Click the Currency button.
  - g. Save your workbook changes.

- 3 Copy and move formulas.
  - a. Enter the formula  $B4 * C4$  in cell D4. Adjust the number formatting, as needed.
  - b. Copy the formula in cell D4 to cells D5, D6, D7, and D8.
  - c. Adjust column widths as necessary.
  - d. Save your workbook changes.

- 4 Format cell data with attributes and alignment.
  - a. Select the worksheet title Country Oak Chairs, Inc.
  - b. Click the Bold button to apply boldface to the title.
  - c. Select the label Quarterly Sales Sheet.
  - d. Click the Underline button to apply underlining to the label.
  - e. Select the range of cells containing the column titles.
  - f. Click the Align Center button to center the column titles.
  - g. Resize the column widths as necessary to fit the data.
  - h. Save your changes, then preview, and print the workbook.

- 5 Insert a row.
  - a. Insert a new row between rows 4 and 5.
  - b. Add Country Oak Chairs' newest product—a Shaker bench in the newly inserted row. Enter 239 for the price and 360 for the number sold.
  - c. Use the fill handle to copy the formula in cell D4 to D5.
  - d. Save your changes, then preview and print the workbook.

- 6 Format values.
  - a. Open a new workbook.
  - b. Enter the information from Table 3-6 in your worksheet. Type "National Public Radio" contributions in cell A1, then type the values in the range A2..C7.
  - c. Use the Currency format to format the numbers in the Pledged column.
  - e. Use the Percent format with no decimal places for the numbers in the % Received column.
  - f. Change the width of the City column to 14 characters.

- g. Make the worksheet title bold.
- h. Save your workbook as NPR.XLS to the MY\_FILES directory on your Student Disk, then preview and print it.

**TABLE 3-6****National Public Radio contributions**

City	Pledged	% Received
Honolulu	63000	.75
New York	42000	.63
San Francisco	45750	.54
Boston	52950	.52
Seattle	60000	.81

- 7 Open an existing workbook.
  - a. Open the file UNIT\_3-3.XLS from your Student Disk.
  - b. Save it as RECAP.XLS to the MY\_FILES directory on your Student Disk.
  - c. Use the Bold button and Center button to format the column heads and row titles.
  - d. Increase the point size of the column headings in row 3 to 12 point.
  - e. Save your changes.
- 8 Copy formulas with absolute references.
  - a. Type "5.7%" in cell H3, then format this cell as a percentage with one decimal place.
  - b. Enter the formula  $F4 * \$H\$3$  in cell G4.
  - c. Copy the formula in cell G4 to G5..G9 using any method.
  - d. Save your changes, then preview and print the workbook.
  - e. Close the workbook then exit Excel.

## INDEPENDENT CHALLENGE I

Write Brothers is a Houston-based company that manufactures high-quality pens and markers. As the finance manager, one of your responsibilities is to analyze the monthly reports from your five district sales offices. Your boss, Joanne Parker, has just told you to prepare a quarterly sales report for an upcoming meeting. Since several top executives will be attending this meeting, Joanne reminds you that the report must look professional. In particular, she asks you to emphasize the company's surge in profits during the last month and to highlight the fact that the Northeastern district continues to outpace the other districts.

Plan and build a worksheet that shows the company's sales during the last three months. Make sure you include:

- The number of pens sold (units sold) and the associated revenues (total sales) for each of the five district sales offices. The five Write Brothers sales districts include: Northeastern, Midwestern, Southeastern, Southern, and Western.
- Calculations that show month-by-month totals and a three-month cumulative total.
- Calculations that show each district's share of sales (percent of units sold).
- Formatting enhancements to emphasize the recent month's sales surge and the Northeast district's sales leadership.

To complete this independent challenge:

- 1 Prepare a worksheet plan that states your goal, lists the worksheet data you'll need, and identifies the formulas for the different calculations.
- 2 Sketch a sample worksheet on a piece of paper, indicating how the information should be organized and formatted. How will you calculate the totals? What formulas can you copy to save time and keystrokes? Do any of these formulas need to use an absolute reference? How will you show dollar amounts? What information should be shown in bold? Do you need to use more than one font? More than one point size?
- 3 Build the worksheet with your own sales data. Enter the titles and labels first, then enter the numbers and formulas. Save the workbook as WRITE.XLS to the MY\_FILES directory on your Student Disk.
- 4 Make enhancements to the worksheet. Adjust the column widths as necessary. Format labels and values, and change attributes and alignment.
- 5 Add a column that calculates a 10% increase in sales. Use an absolute cell reference in this calculation.
- 6 Before printing, preview the file so you know what the worksheet will look like. Adjust any items as needed, and print a copy. Save your work before closing the file.
- 7 Submit your worksheet plan, preliminary sketches, and the final printout.

## INDEPENDENT CHALLENGE 2

As the new computer lab manager of your class, you are responsible for all the computer equipment used in your classroom. In addition to knowing the current hardware and software capabilities and approximate capital costs, you must also be concerned with the number of hours the equipment is used, whether you would like to make any upgrades prior to the next semester, and those approximate costs. Plan and build a workbook that details the hardware and software used in your classroom. Make sure you include:

- The number of units and number of hours used
- Calculations that show the approximate value of hardware by unit and within the room
- The installed software and its total calculated value
- A "wish list" of hardware and software upgrades and their respective costs
- Formatting enhancements that emphasize the items or highest priority

To complete this independent challenge:

- 1 Prepare a worksheet plan that states your goal, lists the worksheet data you'll need, and identifies the formulas for the different calculations.
- 2 Sketch a sample worksheet on a piece of paper, indicating how the information should be formatted. What calculations are required? Can any of the formulas be copied? Do any of the formulas require an absolute reference? How will you make the numbers easy to read? What information should be shown in bold? Do you need to use more than one font? More than one point size?
- 3 Build the worksheet with the data you have gathered. Estimate the costs of hardware and software if you are unsure. Enter the titles and labels first, then enter the numbers and formulas. Save the workbook as LABCOSTS.XLS to the MY\_FILES directory on your Student Disk.
- 4 Make enhancements to the worksheet. Format labels and values, and change attributes and alignment.
- 5 Before printing, preview the file so you know what the worksheet will look like. Adjust any items as needed, and print a copy. Save your work before closing the file.
- 6 Submit your worksheet plan, preliminary sketches, and the final printout.