COMPUTER TECHNOLOGY

EXCEL ASSIGNMENT 1 PART A

1. Open our Excel worksheet.
2. A blank workbook opens.
3. You will complete the worksheet below by completing the steps:



1. Leave cell A1 blank. I cell B1, key the column heading **JANUARY. TAB**
2. The pointer moves to cell C1. Key **FEBRYARY** (The word does not show completely. You will adjust the width later.) Press tab again.
3. The pointer moves to cell D1. Key **MARCH** and press tab or the right arrow key.
4. Click with your mouse in cell A2. Key **House Payment.** Press the **Enter** key.
5. The pointer moves down to cell A3. Key **Charity**. Press the **Enter** key.
6. Continue typing the row heading items in Column A.
7. Move the pointer to cell **B2** and type the numbers for January in column B. You can use the arrow keys to move from cell to cell or press Enter to move down a cell and tab to move over a cell.
8. Move the pointer back to cell **B2.** You will copy the number in cell B2 to and cells C2 and D2.
9. Click the Copy button on the Standard toolbar. (It is in the Home tab, next to the word paste and under the scissors.) A moving marquee surrounds the cell.
10. Select the cells C2 and D2.
11. Click the Paste button. This will paste cell B2 into C2 and D2.
12. Click the escape button to de-select the cell.
13. Continue entering the rest of the numbers for February in column C and March in column D. You may want to use the Copy and Paste function for some of the cells.
14. Adjust the column widths by following these steps:
15. Make cell A2 active. On the Home tab, click on Format and scroll down to Auto fit column width. Click.
16. Move to cell C2. Click on **Format/Column Width.**
17. A column width box appears with **8.43** as the current column width. Key **10.00.**
18. Select the column headings in **B1 to D1** and change format to **Bold.**
19. Save the workbook as First Initial Last Name **Excel 1A.**
20. Turn in Assignment as directed.

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EXCEL ASSIGNMENT 1 PART B

1. Open Excel Assignment 1A.
2. Save as Excel Assignment 1B XX.
3. Make certain that you update the assignment name in your footer.
4. **Right Align** and **Bold** the word Total in cell A9.
5. Total the **January** column by clicking in cell **B9** and keying in the following formula:

**=SUM(B2:B8)** (notice all formulas start with =)

1. The total 1840 appears in the cell.
2. Click in cell **C9.**
3. Key **=SUM(**
4. With your mouse, select cells **C2 through C8.** (Select by clicking and dragging)
5. Release the mouse key and type the**). (**Right parenthesis.)
6. Press **Enter.** The total for February should be in cell C9.
7. Copy this formula to cell **D9** by completing the following steps:
8. Click in cell **C9.** Move your cursor to the bottom right corner until a dark **+** appears.
9. Click and drag the + across to cell **D9.**  The total should appear for March.
10. You just discovered that the amounts for March are really April amounts. You need to **insert a column** to insert March’s amounts.
11. Position your cursor on the column heading **D. It turns to a solid black arrow.**
12. Click the right mouse button and choose **Insert.**
13. A new column is inserted as column D, and the other column shifts to the right.
14. Click in cell **E1** and click your right mouse button.
15. Choose **Cut.**
16. Click in cell **D1** and click the right mouse button again.
17. Choose **Paste**.
18. Return to cell **E1** and key **APRIL. Format in Bold.**
19. Add the following numbers for March into column D:

D2—750

D3—200

D4—400

D5—300

D6—95

D7—75

D8—85

1. Total the **March** column in cell **D9.**
2. Change the *Groceries* amount in January.
3. Click in the cell
4. Press **Delete** key
5. With the cell still active, key 375 and press enter.
6. The total will now change to reflect the new amount.
7. Insert a new row above the column headings by completing the following:
8. Position your mouse on Row 1 number heading.
9. The pointer will change to a solid black arrow.
10. Click the right mouse and choose insert.
11. Change the row height of Row 1.
12. Positioning the mouse pointer on the row heading 1.
13. Right click and select **Row Height.**
14. In the Row height box, key **.24** and click OK. (use 24.00 if .24 does not work on your PC)
15. In cell A1 key: **FOUR MONTH BUDGET (2008 or the current year).** Format at **Bold size 16 font.**
16. Delete the text in cell A8 and move the other cells up by completing the following steps:
17. Make cell A8 active. With the mouse pointer on the cell, click the right mouse button.
18. Click Delete
19. A Delete dialog box opens with choices about what happens to the cells after the cell is deleted.
20. Choose **shift cells up** and click OK.
21. Insert a cell by completing the following steps:
22. Make cell A9 active.
23. With the mouse pointer on the cell, click the right mouse button.
24. Click insert.
25. The insert dialog box opens with choices.
26. Choose **Shift cells down** and click OK.
27. With cell A9 still active, key **Miscellaneous** in this cell.
28. You will now change the *cell orientation* of the column headings.
29. Select the column heading in cells B2—E2.
30. Click on the format tab and scroll down to format cells.
31. A dialog box appears. Click on the alignment tab.
32. Click the **Red diamond** in the **Orientation** box.
33. Drag the red diamond up to **60 degrees** and click OK.
34. The Months will now be slanted at an angle and the row will automatically be widened.
35. Format the totals to show $
36. Select the total amounts of each month in **row 10.**
37. Right click and select **Format Cells.**
38. A dialog box appears. Click on the **Number tab,** choose **currency** with **0** decimal places.
39. Click OK.
40. **Print or hand in according to instructions.**