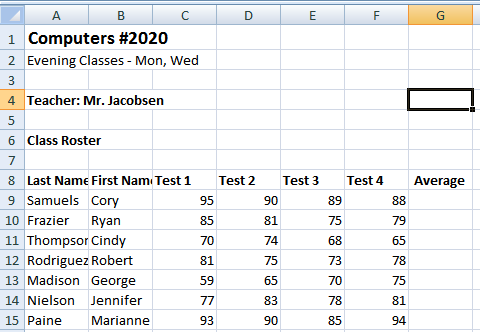
COMPUTER TECHNONOGY

EXCEL ASSIGNMENT 3

1. Open a new Excel Workbook
2. Create the worksheet shown below.
3. The title in Row 1 should be **14 point bold.**
4. **Bold** the teacher name and Class Roster.
5. Change the font in **Row 8 to 11 point and bold.**



1. You will now use the **AVERAGE** Function to calculate the mean of a range of cells. The Arithmetic mean adds the values in the cells and then divides by the number of values.
2. Click in cell G9. You want to place the average of the values from columns C through F in G9.
3. Click the **Insert Function button** (fx) on the formula bar.
4. Choose **Statistical** in the *Or select a category list.*
5. In the *Select function list,* locate **AVERAGE.**
6. Click **AVERAGE** to see its syntax and description. Click OK.
7. The Number 1 box shows the range C9:F9.
8. Click OK. The result of **90.5** is formatted in a General number.
9. Copy this formula down to cells **G10:G15.**
10. You will now use the **MAX** Function to find the highest number of each test given.
11. Click cell **A 18** and key **MAXIMUM**
12. Click cell **A19** and key **MINIMUM**
13. Click in cell **C18.**
14. Key **=MAX(**
15. With your mouse, click cell **C9** and drag to select cells **C9:C15**
16. Key **)**
17. Press **Enter**. The Maximum (highest) test score for Test 1 is **95.**
18. You will now find the Minimum (lowest) number of each test using **MIN**
19. Click in cell **C19.**
20. Click the **Insert Function button** (fx) on the formula bar.
21. Choose **Statistical** in the category and scroll down to find **MIN**
22. Click OK
23. When the function argument dialog box displays, type **C9:C15** in the Number 1 box
24. Click OK. The Minimum number of **59** appears.
25. Copy these formulas to the other tests columns.
26. Select cell **C18 and C19**
27. Click the **Copy** button on the Standard toolbar.(on the Home tab, under the scissors)
28. Select cells **D18 through F 19**
29. Click the **Paste** button on the Standard toolbar
30. The Maximum and Minimum numbers for each test will be displayed.
31. Press the **ESC** key to cancel the moving marquee.
32. You will now use the **COUNT** function to tally the number of values (items) in a range.
33. Click cell **A21**
34. Key **NUMBER OF TESTS**
35. Press **Enter**
36. Click in cell **G21**
37. Key **=COUNT(G9:G15)**
38. Press Enter
39. The number of people taking the test id displayed.

**Save your workbook**

1. Hold down the control button and push the Tilde key (above the tab key) so the formulas show. (Your teacher will check this to see the formulas are correct.)
2. **If** you are instructed to print this assignment:
3. Change the page orientation to landscape.
4. Select Print Preview
5. Select Page Set up
6. Fit page 1 to 1
7. Turn in as directed.

COMPUTER TECHNOLOGY

Excel Assignment 4

1. Open Excel Assignment 3
2. You will rename Sheet 1 tab.
3. Position your mouse pointer on Sheet 1 tab at the bottom left of your workbook screen.
4. Right click the mouse and choose **Rename.**
5. They Sheet 1 tab is now highlighted in black.
6. Key: **Test Grades**
7. Click anywhere in the white area of the worksheet.
8. You need this worksheet information sorted by Last Name:
9. Place your selector in any cell in the typed list from A8 to G15
10. From the **Home tab,** choose **Sort.**
11. Scroll down to **custom sort**.
12. A dialog box appears. Select **last name,** ascending, or **order A to Z.**
13. Now save this assignment as Excel Assignment 4A and print in portrait orientation.
14. You will now sort this list by *Average then Last Name.*
15. Place your selector in any cell in the typed list.
16. From the Home tab choose **Sort**/**custom sort.**
17. In the dialog box, sort by **Average**
18. Then select **descending or largest to smallest.**
19. Click on **Add a level** at the top of the dialog box
20. Select **Then by (last name),** and select **A to Z.** The secondary sort will be by the last name.
21. Click OK. Notice that the Average column is sorted by highest to lowest score averages. When there are multiple occurrences of the same average, the records are sorted by Last Name.
22. Save your worksheet as **Excel Assignment 4B**
23. **If** you are instructed to print. Print your worksheet in *Landscape orientation with Gridlines*
24. File/print
25. **Click on page set up**.
26. Inside the small que box, select **sheet**, then select **print/gridlines/OK.**

COMPUTER TECHNOLOGY

EXCEL ASSIGNMENT 5

Create Embedded Chart

1. Open a new workbook.
2. Create the worksheet below.
3. Use proper formatting. Make sure you adjust the column width.
4. Rename Sheet 1 as **Nevada Shops.**
5. **Calculate** each store’s total and each week’s total. If a column has ######, adjust the column width to fit the number.
6. Format **the Store totals and Weekly Totals as** currencywith **2 decimals.**
7. Select the cells in the column or row.
8. Right mouse click and choose **Format Cells.** (Or go to **Format/Format Cells**)
9. Choose **Currency** in the category box
10. Choose 2 as decimals
11. Click OK
12. Type your name and Excel Assignment 5 two rows below the Weekly Totals.
13. Save the worksheet as **Excel Assignment 5** and leave on your screen.



1. You will now create an embedded chart.
2. Select cells **A4 to E10.**
3. Go to the **Insert**  tab on the standard toolbar.
4. Select **Column Chart/select the 1st 3D chart.**
5. The chart displays in the middle of the window in a rectangle.
6. Click and Drag the chart so that the upper edge of the chart sits between cells **A16 and G16,**  and the bottom edge of the chart sits between cells **A30 and G30.**
7. Save as Excel Assignment 5.
8. Hand in according to instructions.

COMPUTER TECHNOLOGY

EXCEL ASSIGNMENT 6

Create a Pie Chart on Chart Sheet

A chart sheet shows a chart by itself in a separate sheet. It is still linked to the data in a worksheet.

1. Create a new worksheet.
2. In Cell A1, type: **TOP FIVE POPULAR**
3. In Cell A2 type: **ICE CREAM FLAVORS**
4. In cell A3 type: **(In percent)**
5. In cell A5 type: **Flavor.** Format in any font, bold.
6. In cell B5 type: **%** . Format in any font, bold.
7. Beginning in Cell **A6 to A11** type the following:

Vanilla

Chocolate

Butter Pecan

Strawberry

Neapolitan

All other

1. Beginning in Cell B6 to B11 type the following:

29

8.9

5.3

5.3

4.2

47.3

9. Save the worksheet as **Excel Assignment 6.**

10. You will now create a Chart sheet

1. Select cells **A6 to B11.**
2. Press **F11**
3. A new sheet is inserted called **Chart 1**

11. Right click in the white area of the chart and a dialog box appears. Choose **Change Chart Type**

12. Choose **Pie** from the chart list and select the first pie chart.

13. Click OK and your chart is now a pie shape.

14. In the top formatting bar, choose Chart design.

1. Click on the first chart design box. You now have labels and a place to add a title.
2. Double click on the title box and type: **Top Five Ice Cream Flavors**
3. Click on the **layout** tab under chart tools (on the top formatting bar)
4. Choose **Show legend at the bottom.**
5. Click the **data label** tab. Scroll to **More data label options,** and click on percentage and close.
6. Click in the title box are to the right of **Flavors.**
7. Press Enter and type **By: (your name)**
8. Click outside the title box and re save the chart.

15. Hand in according to instructions.