

EXCEL - Practice Exercise

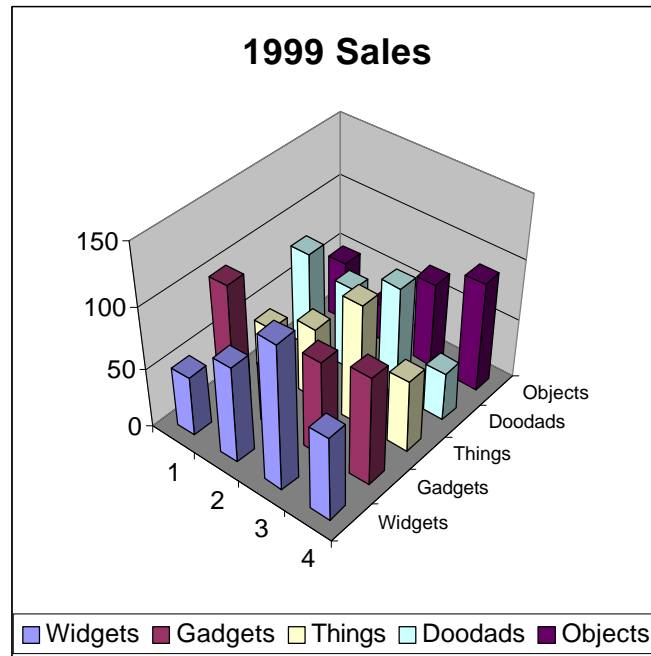
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The starting notebook will start in cell A1. In cell A1 type: **Sales 1999**. Move to different cells by the arrow keys to enter the following table:

	A	B	C	D	E	F
1	Sales 1999					
2						
3		Quarter				
4		1	2	3	4	Average
5	Widgets	50	80	120	70	
6	Gadgets	100	50	80	90	
7	Things	40	60	100	60	
8	Doodads	80	70	90	40	
9	Objects	50	30	70	90	
10						
11	Total					

- Move back to cell A1. Increase the font size to 20.
- Highlight cells A1 to F1. Either use the alignment icon and center across the cells or **Format | Cells** and choose the **Alignment** tab under Horizontal choose **Center Across Selection**. The effect is to center & enlarge **Sales 1999**.
- Move to cell B3. Highlight the cells B3 to E3 and again center across the block.
- In cell B11 (you can move by arrows or use **F5**) type: **=sum(b5.b9)** or **@sum(b5.b9)**
- Use the **copy** and **paste** icons to copy this formula from B11 to the cells C11 to E11. This is done by clicking on the copy button when you are in cell B11, then highlighting cells C11 to E11, and finally pressing the paste icon. The other sums should appear.
- Move to cell F5 and type: **=average(b5.e5)** or **@avg(b5.e5)**. Again use the copy and paste to copy in cells F6 to F9.
- Save your result as **practice** on your **A:** drive.

CHART



- To create the above chart, start by highlighting cells A4.E9.
- Select **Insert | Chart**. This will begin the chart expert.
- In step (1) choose **Column** as the type.. Go the **Next** step.
- In step (2) select the bottom left 3-D column graph.
- In step (3) the series goes by **Rows**
- In step (4) select **as an object in Sheet1**
- In step (5) use

Title: 1999 Sales

- Select **Finish**. Now place the floating graph below the table and drag the mouse until the chart is well placed below. Let go of the button and the graph should appear. If necessary, move it or increase its size.
- Click on the Title - after the "s" in Sales press the Enter key and add your name.
- **Right click** on the chart's legend. Under the Tab: **Placement** select **Bottom**.
- Click on the axis where the names appear and change the **Font Size** to about **9**.
- Use the menu **Chart | 3-D View...** to raise the elevation to about **40** and rotate clockwise about **twice**.

PRINT

- Highlight cells from cell A1 to below and to the right until the entire table and chart are included.
- Use the Print icon. You may use the Print Preview first.