Assessment and Design Strategies for
Improving Student Learning
EDUC 698V

Excel Exercises Part II

The University of Sheffield Excel tutorial (beginning through advanced
and beyond) http://www.shef.ac.uk/cics/docs/ap-excel4/ap-excel4.html

Other Excel online tutorials:

- **From Lehman College:**
  http://lca.lehman.cuny.edu/lehman/itr/html/tutorial.asp?PageID=11
  0&ViewPage=MS%20Excel
- **From Future Society**
  http://www.fortunesociety.org/computer/faq_tutorials.htm try the
  interactive quizzes
- **What you need to know ABOUT Excel: From AskAbout**
  http://www.saskschools.ca/%7Eehs/HeiseIntra/excel.html and portal
  to more Excel tutorials than you will have time for
  http://math.about.com/cs/excel/

Getting Started

Start Excel from the `start` menu.

Data Entry

During this activity you will produce a workbook containing the details of the personal phone calls of a small department.

	A	B	C
1	Personal Phone Calls		
2	Extension	Name	January
3	x91001	Adam	0.27
4	x91002	Ben	0.78
5	x91003	Carol	1.09
6	x91004	Diane	1.42
7	x91005	Eric	0.66
8	x91006	Fiona	2.21

Type the following data into your new worksheet, keeping to the cells indicated.

Formatting

- Make the contents of cells A1, A2, B2, C2 **bold.**
    - Center the cells A2 to C6.
- Select cells A1+B1+C1 then center across selection.
- Set the best fit to columns A, B, and C.
- Select column C and format it to be Currency
- Rename the current worksheet to be `Phone Bill`.
- Now save your file with the name `Personal Phone Calls.`

Formulas and Data fill

- Sum the contents of the cells C3:C8, putting the result in cell C9.
- Change the data in the following cells and note each effect on the total.
- C3 → 1.97
- C4 → 0.28
- C5 → 0
- Use data-fill to enter the months February, March, and April in cells D2:F2.
- Under February enter the values 0.43, 1.43, 0.77, 2.04 ,0.58 ,2.11 in cells D3:D8. Then perform an AutoSum in cell D9.
- For March enter the figures 0.67, 1.63, 2.33, 1.82, 1.59, 0.42.
- For April enter the figures 0.77, 1.63, 1.92, 2.18, 0.17, 1.62.
- Use data-fill to display the respective totals in cells E9 and F9.

- Ensure that columns C:F are centered and formatted to be currency.
- For each person, work out the **average value** of their personal phone bill each month.

Re-Design

- Select the range of cells C9:F9 and drag them to C10:F10.
- Select the cells in the range A1:F10.
- Move these cells to the range starting at cell C2.
- Select the cells C2:H11 and apply the `Classic 3` format to them.

Summary Exercise

- Open Sheet2 and rename it to `Amount Received`. Use all the above techniques to build a nicely formatted table, in the `Amount Received` worksheet.
- Give the table a main title, then beneath it have columns for Extension, Name, and January, February, March, April.
- Fill in data for the whole table, indicating that some people pay their bill regularly, and some have defaulted.
- Display the amount received per month.
- Finally, on a new sheet have columns for each month, and rows for total money owed and total money received.

Create a Chart

- Select the `Amount Received` table. Make sure you include the months, the names, and the figures, but don't select the totals.
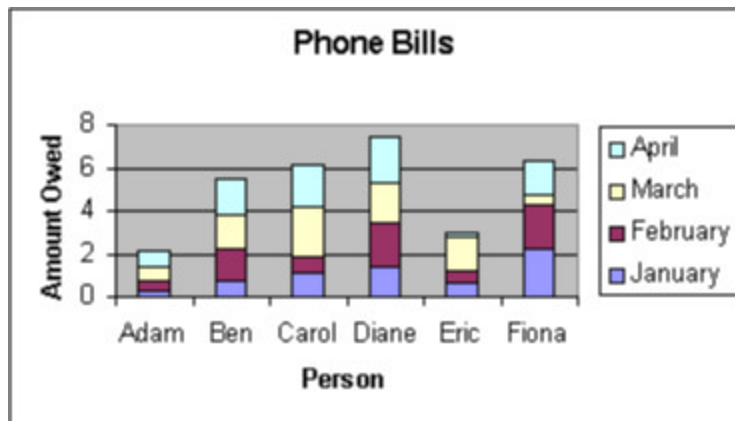
- Next click on the Chart wizard button. You will be presented with the sequence of five dialog boxes. Use these to produce a labeled column chart.

Here's one I prepared earlier.

The Help System

Use the help system to find out the following:

- o If you cannot locate a workbook that you have previously created, how can you search for it?
- o How do you remove gridlines from your printout?
- o How can you make a given table start at the top of a new printed page?
- o How can you have several workbooks open at the same time?
- o How do you create a data entry form in Excel?
- o What is a pivot table?