

Exercise 1: Basic Skills - Creating a Workbook

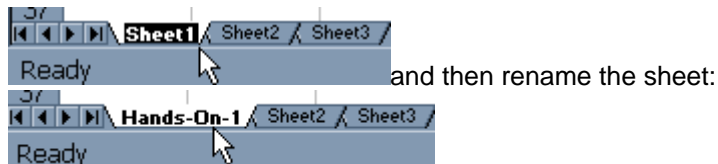
After completing this exercise you will be able to:

- create a new workbook;
- rename worksheets;
- enter data(text labels, numerical values and data series) into your worksheets;
- edit existing data;
- enter simple formulas;
- adjust column widths and row heights;
- set print areas and use print preview;
- save your work.



In Excel the drop-down menus are set to show the most recently used commands only. For a full list of commands click on the double arrow at the bottom of the list. If you prefer to see the full list of commands at all times, go to Tools/Customize/Options and make sure Menus Show Recently Used Commands First is unchecked.

1. When you first open Excel a blank workbook, called Book1 is created. Select File/Save As... on Excel's main menu and save the blank workbook as itcExs.xls. You will use this workbook to store the majority of the exercises you complete during the module.
2. Move to a blank worksheet and rename it Ex-1. Double click on the Sheet1 tab (in the bottom left-hand corner of the Excel) or Right click and choose Rename.



3. Insert the following data into this worksheet:

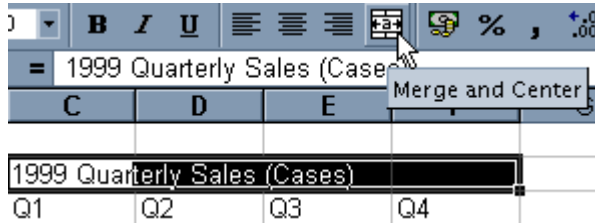
	A	B	C	D	E	F
1						
2		Wine	1999 Quarterly Sales (Cases)			
3			Q1	Q2	Q3	Q4
4		Red	300	350	325	550
5		White	450	475	750	500
6		Rose	200	175	225	250
7		Sparkling	125	150	175	225
8						

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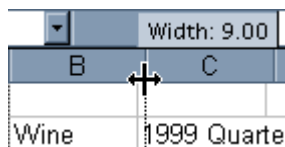
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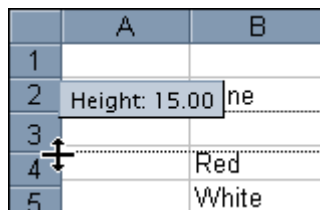
4. Enter an appropriate title for the worksheet in cell B1, for example: 'Bacchus Wines Quarterly Sales 1999';
5. Enter 'Wine' as a row label in cell B2;
6. Enter '1999 Quarterly Sales (Cases)' in cell C2 and centre across cells C2:F2. Select Cells C2:F2 and click on the Merge and Center button on Excel's Formatting Toolbar:



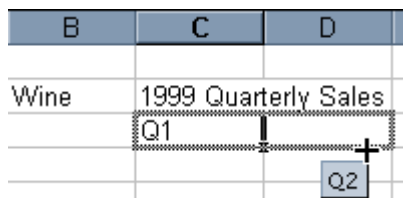
7. Enter 'Red', 'White', 'Rose' and 'Sparkling' as row labels (in cells B4 and B7). If necessary you can adjust the width of the column by clicking on the line between the column headings and dragging the right-hand border to the desired width (Note. during this operation the width of the column is displayed):



8. You can adjust the row-height in a similar way. Click on the line below the row heading of the row whose height you want to adjust and drag the bottom border to the desired height:



9. Enter the quarters (Q1, Q2, Q3 and Q4) as column labels in cells C3 to F3. Note: A quick way to enter data series is to type in the first value, Q1, and then use drag-and-drop to complete the series. In this case enter the value Q1 in cell C3. Make sure C3 is the active cell and click on the little black box at the bottom right-hand corner of the cell. When the plain black cross appears, hold down the left mouse button and drag the cursor out over the cells you want to complete. As you do this you will see that the values are displayed:




10. Enter the data about the number of cases of wine sold in cells C4:F7;

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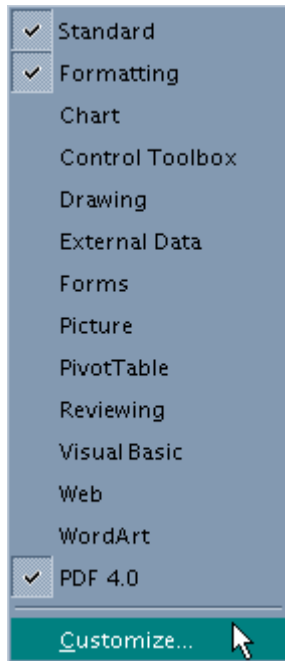
11. Enter a formula in cells C8:F8 which calculates the total number of cases of wine sold in each quarter (Q).
 Note: you simply need to enter the appropriate formula in cell C8 then use drag-and-drop to copy the formula across into the other cells; Alternatively go to cell C8 and click the autosum icon  and Excel will assume you wish to add the range of cells above C8, as this is the case click on the green tick in the formula bar. Copy this formula to cells D8-F8
12. Enter an appropriate row label in cell B8;
13. Enter another formula in cells G4:G7 which calculates the total number of cases of each wine sold during 1998. Once again you only need to enter the appropriate formula in cell G4 because you can use drag and drop to copy the formula down into the other cells. If you use the Autosum function, as there are no figures above cell G4, Excel will assume you wish to add the figures to the left of G4.
14. Enter an appropriate column label in cell G2;
15. Your final worksheet should look something like that shown below (Note: it was necessary to adjust the width of columns B and G. Note also that the title is missing - makes sure you add one!):


	A	B	C	D	E	F	G
1							
2		Wine	1999 Quarterly Sales (Cases)				Total Sales
3			Q1	Q2	Q3	Q4	
4	Red		300	350	325	550	1525
5	White		450	475	750	500	2175
6	Rose		200	175	225	250	850
7	Sparkling		125	150	175	225	675
8	Quarterly Total		1075	1150	1475	1525	5225

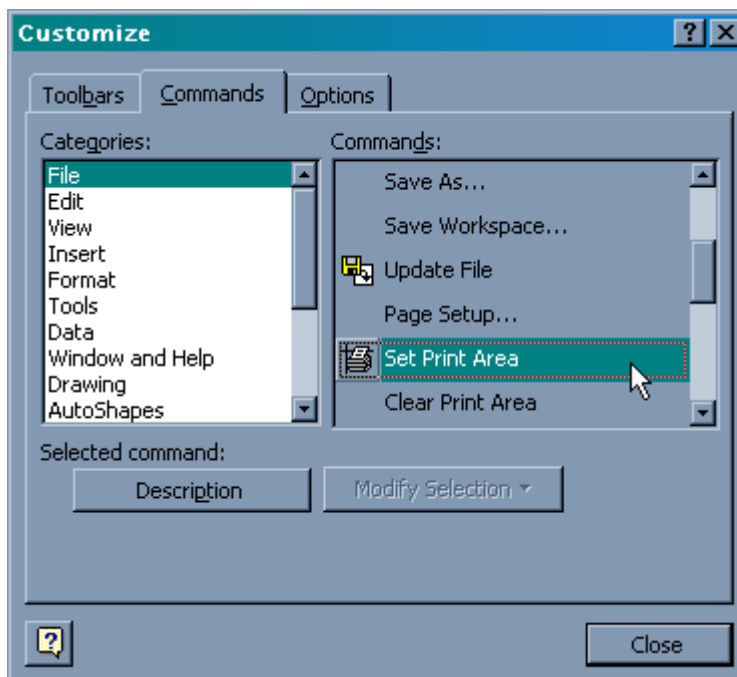
16. Make sure you Save your workbook as you will need this data to complete a number of the Basic exercises.

Setting the Print Area

17. The easiest way to define the area of your worksheet that you want to print is to highlight the worksheet cells and then click on the Set Print Area button on the Standard Toolbar . Unfortunately this button doesn't load by default when you start Excel. However, you can easily add it to the Standard Toolbar as explained in points 18 and 19. The alternative is to mark the area you want to print and select File/Print Area/Set Print Area:
18. Move your mouse over the Standard Toolbar and right click to reveal the list of toolbars:



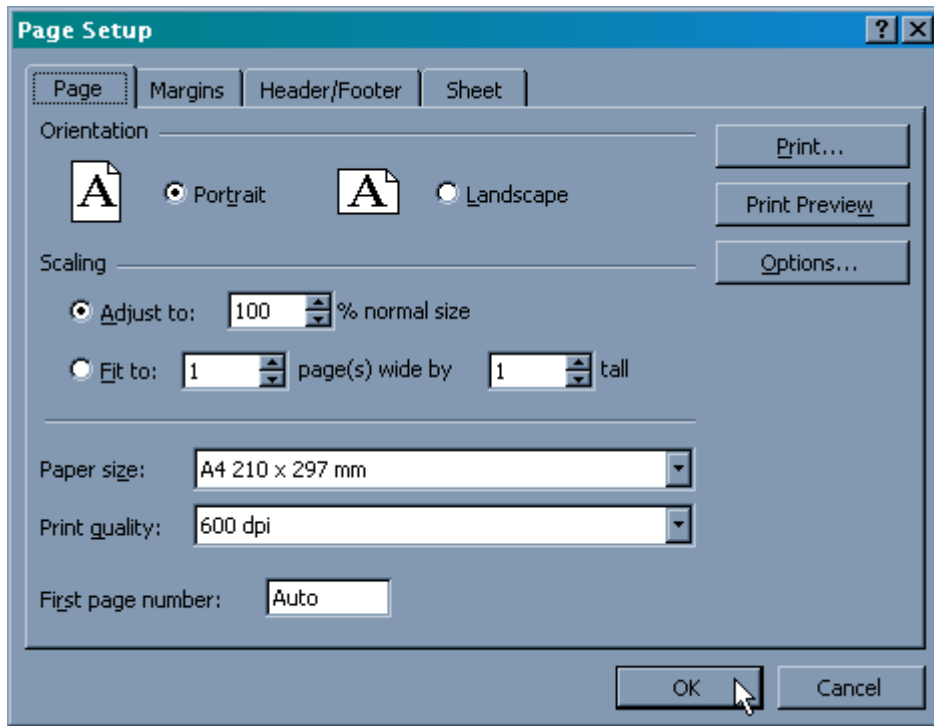
19. Select Customize... this displays the Customize Dialog box, select the Command tab and scroll down the list of commands until you see the Set Print Area button .



Click on this button and with your left mouse button depressed drag the button icon onto the Standard Toolbar. Arrange the buttons so that the Set Print Area, Print Preview and Print buttons are grouped together:



20. To set the print area for Ex-1, select cells B1:G8 and click on the Set Print Area button you have just added to the Standard Toolbar. Simple as that!
21. To alter page margins, add headers and footers, centre the defined print area on the page you have to use the File/Page Setup command. This reveals the Page Setup dialog box:



Experiment with this, clicking on the different tabs to modify the Page properties. Add a header which includes your name, the name of the class. Add a footer which includes the date this file was created and the date it was last modified. One feature that will come in handy later in the course is the 'Fit to 1 page(s) wide by 1 tall' option box, which enables you to print large areas on a single page. But more about that later...

22. Note: ALWAYS use Print Preview to see what your work will look like before printing. That way you can ensure it is OK and avoid wasting paper!
23. Finally when you are happy with the print options, save your work and print out the worksheet...