

To delete an embedded chart, you would complete the following steps.

To DELETE AN EMBEDDED CHART

- 1 Click the chart to select it.
- 2 Press the **DELETE** key.

To Quit Excel

The project now is complete. The following steps quit Excel. For a detailed example of the procedure summarized below, refer to the Office 2010 and Windows 7 chapter at the beginning of this book.

- 1 If you have one Excel workbook open, click the Close button on the right side of the title bar to close the document and quit Excel; or if you have multiple Excel workbooks open, click File on the Ribbon to open the Backstage view and then click Exit in the Backstage view to close all open workbooks and quit Excel.
- 2 If a Microsoft Office Excel dialog box appears, click the Save button to save any changes made to the document since the last save.

BTW

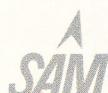
Quitting Excel

Do not forget to remove your USB flash drive from the USB port after quitting Excel, especially if you are working in a laboratory environment. Nothing can be more frustrating than leaving all of your hard work behind on a USB flash drive for the next user.

Chapter Summary

In this chapter you have learned how to enter text and numbers to create a worksheet, how to select a range, how to use the Sum button, format cells, insert a chart, and preview and print a worksheet. The items listed below include all the new Excel skills you have learned in this chapter.

- 1 To Start Excel (EX 6)
- 2 Enter the Worksheet Titles (EX 8)
- 3 Enter Column Titles (EX 10)
- 4 Enter Row Titles (EX 12)
- 5 Enter Numbers (EX 13)
- 6 Sum a Column of Numbers (EX 15)
- 7 Copy a Cell to Adjacent Cells in a Row (EX 17)
- 8 Determine Multiple Totals at the Same Time (EX 18)
- 9 Save a Workbook (EX 20)
- 10 Change a Cell Style (EX 22)
- 11 Change the Font (EX 24)
- 12 Bold a Cell (EX 25)
- 13 Increase the Font Size of a Cell Entry (EX 26)
- 14 Change the Font Color of a Cell Entry (EX 27)
- 15 Center Cell Entries Across Columns by Merging Cells (EX 28)
- 16 Format Column Titles and the Total Row (EX 29)
- 17 Format Numbers in the Worksheet (EX 31)
- 18 Adjust the Column Width (EX 33)
- 19 Use the Name Box to Select a Cell (EX 34)
- 20 Add a Clustered Cylinder Chart to the Worksheet (EX 38)
- 21 Change the Worksheet Names (EX 42)
- 22 Change Document Properties (EX 43)
- 23 Save an Existing Workbook with the Same File Name (EX 45)
- 24 Preview and Print a Worksheet in Landscape Orientation (EX 46)
- 25 Quit Excel (EX 47)
- 26 Start Excel (EX 47)
- 27 Open a Workbook from Excel (EX 48)
- 28 Use the AutoCalculate Area to Determine a Maximum (EX 49)
- 29 Clear Cell Entries Using the Fill Handle (EX 52)
- 30 Clear Cell Entries Using the Shortcut Menu (EX 52)
- 31 Clear Cell Entries Using the **DELETE** Key (EX 52)
- 32 Clear Cell Entries and Formatting Using the Clear Button (EX 52)
- 33 Clear Formatting Using the Cell Styles Button (EX 52)
- 34 Clear the Entire Worksheet (EX 52)
- 35 Delete an Embedded Chart (EX 53)



If you have a SAM 2010 user profile, your instructor may have assigned an autogradable version of this assignment. If so, log into the SAM 2010 Web site at www.cengage.com/sam2010 to download the instruction and start files.

Learn It Online

Test your knowledge of chapter content and key terms.

Instructions: To complete the Learn It Online exercises, start your browser, click the Address bar, and then enter the Web address scsite.com/ex2010/learn. When the Excel 2010 Learn It Online page is displayed, click the link for the exercise you want to complete and then read the instructions.

Chapter Reinforcement TF, MC, and SA

A series of true/false, multiple choice, and short answer questions that test your knowledge of the chapter content.

Flash Cards

An interactive learning environment where you identify chapter key terms associated with displayed definitions.

Practice Test

A series of multiple choice questions that test your knowledge of chapter content and key terms.

Who Wants To Be a Computer Genius?

An interactive game that challenges your knowledge of chapter content in the style of a television quiz show.

Wheel of Terms

An interactive game that challenges your knowledge of chapter key terms in the style of the television show *Wheel of Fortune*.

Crossword Puzzle Challenge

A crossword puzzle that challenges your knowledge of key terms presented in the chapter.

Apply Your Knowledge

Reinforce the skills and apply the concepts you learned in this chapter.

Changing the Values in a Worksheet

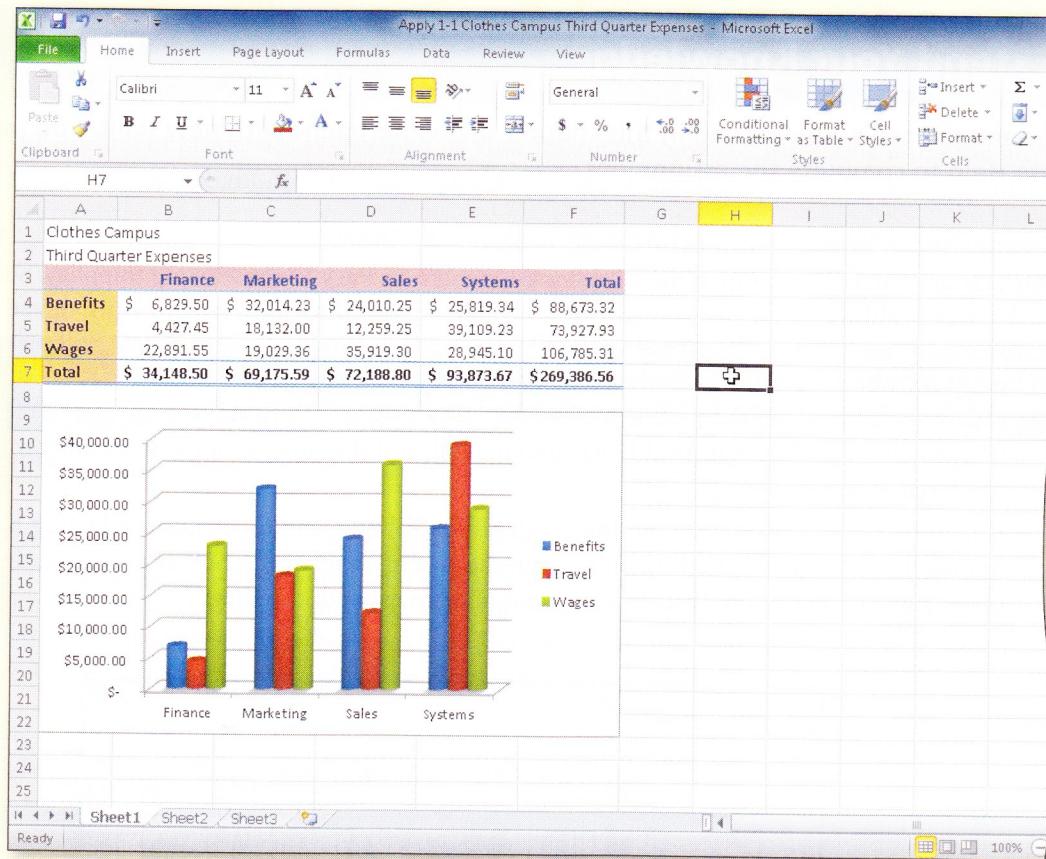
Instructions: Start Excel. Open the workbook Apply 1–1 Clothes Campus Third Quarter Expenses (Figure 1–76a). See the inside back cover of this book for instructions for downloading the Data Files for Students, or see your instructor for information on accessing the files required in this book.

1. Make the changes to the worksheet described in Table 1–6 so that the worksheet appears as shown in Figure 1–76b. As you edit the values in the cells containing numeric data, watch the totals in row 7, the totals in column F, and the chart change.
2. Change the worksheet title in cell A1 to the Title cell style and then merge and center it across columns A through F. Use buttons in the Font group on the Home tab on the Ribbon to change the worksheet subtitle in cell A2 to 16-point Cambria red, bold font and then center it across columns A through F. Use the Red, Accent 2 theme color (column 6, row 1 on the Font gallery) for the red font color.
3. Apply the worksheet name, Third Quarter Expenses, to the sheet tab and apply the Red, Accent 2 theme color to the sheet tab.
4. Change the document properties as specified by your instructor. Save the workbook using the file name, Apply 1–1 Clothed for Campus Third Quarter Expenses. Submit the revised workbook as specified by your instructor.

Table 1–6 New Worksheet Data

Cell	Change Cell Contents To
A1	Clothed for Campus
B4	7829.50
C4	19057.83
D5	24217.92
E5	25859.62
E6	35140.84

(a) Before



(b) After

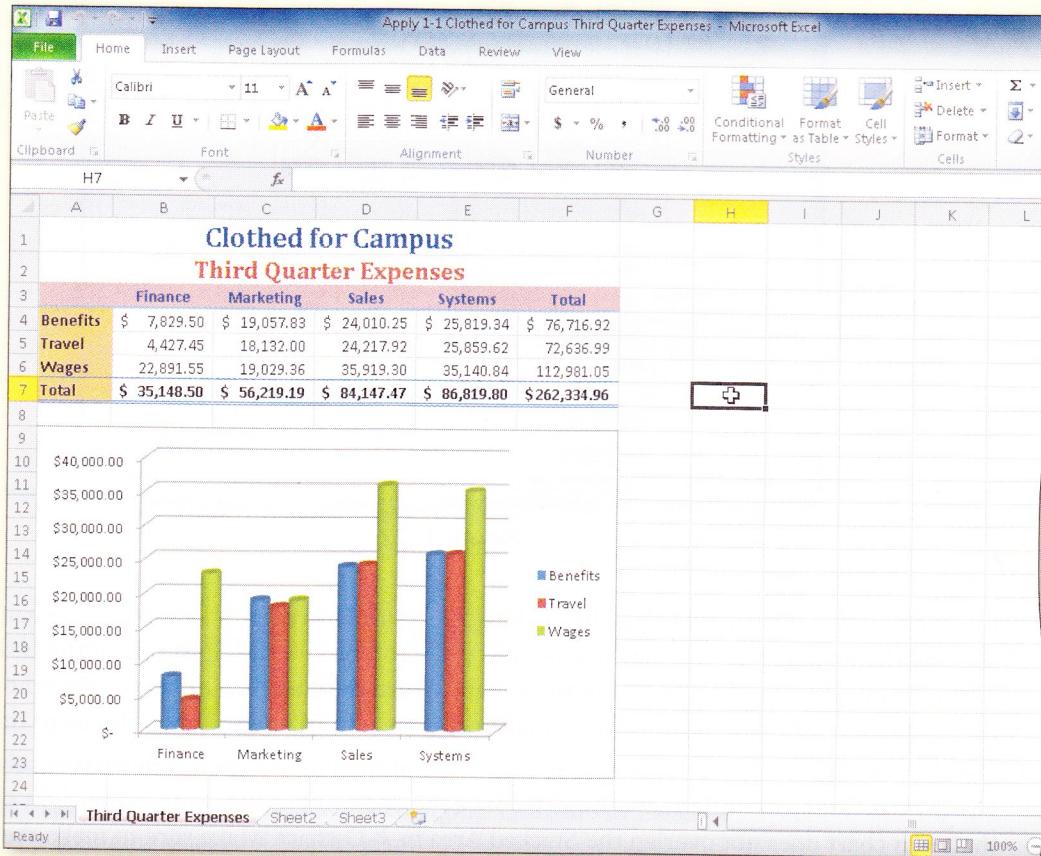


Figure 1-76

Extend Your Knowledge

Extend the skills you learned in this chapter and experiment with new skills. You may need to use Help to complete the assignment.

Formatting a Worksheet and Adding Additional Charts

Instructions: Start Excel. Open the workbook Extend 1–1 Pack Right Moving Supplies. See the inside back cover of this book for instructions for downloading the Data Files for Students, or see your instructor for information on accessing the files required in this book. Perform the following tasks to format cells in the worksheet and to add two charts to the worksheet.

1. Use the commands in the Font group on the Home tab on the Ribbon to change the font of the title in cell A1 to 22-point Arial Black, green, bold, and the subtitle of the worksheet to 14-point Arial, red, bold.
2. Select the range A3:G8, click the Insert tab on the Ribbon, and then click the Dialog Box Launcher in the Charts group on the Ribbon to open the Insert Chart dialog box. If necessary, drag the lower-right corner of the Insert Chart dialog box to expand it (Figure 1–77).

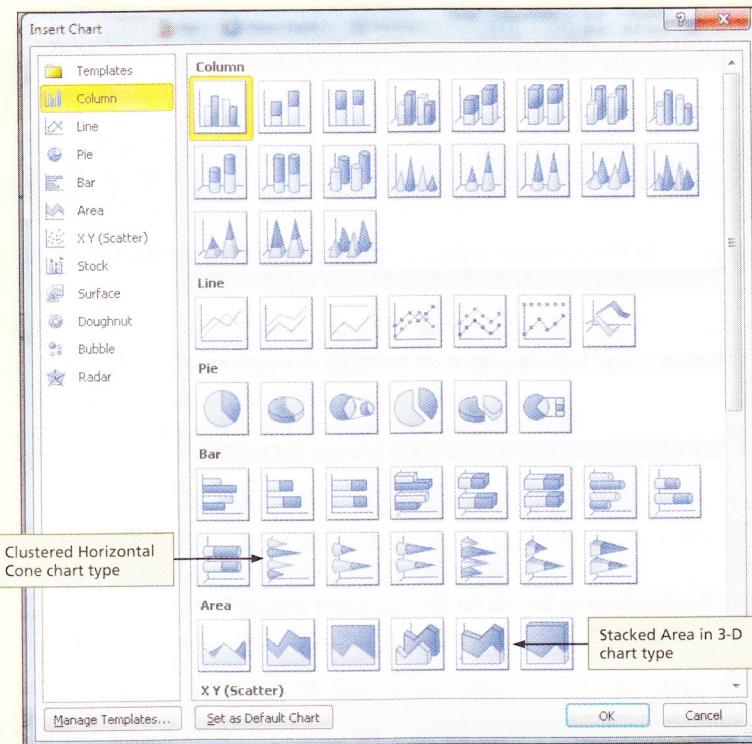


Figure 1–77

3. Insert a Stacked Area in 3-D chart by clicking the Stacked Area in 3-D chart in the gallery and clicking the OK button. You may need to use the scroll box on the right side of the Insert Chart dialog box to view the Area charts in the gallery. Move the chart either below or to the right of the data in the worksheet. Click the Design tab and apply a chart style of your choice to the chart.
4. Deselect the chart and reselect the range A3:G8, and then follow Step 3 above to insert a Clustered Horizontal Cone chart in the worksheet. Move the chart either below or to the right of the data so that each chart does not overlap the Stacked Area in 3-D chart. Make sure to make the values on the horizontal axis readable by expanding the size of the chart. Choose a different chart style for this chart than the one you selected for the Stacked Area in 3-D chart.

5. Resize each chart so that each snaps to the worksheet gridlines. You may need to scroll the worksheet to resize and view the charts. Preview the worksheet.
6. Apply a worksheet name to the sheet tab and apply a color of your choice to the sheet tab.
7. Change the document properties as specified by your instructor. Save the workbook using the file name, Extend 1–1 Pack Right Moving Supplies Charts. Submit the revised workbook as specified by your instructor.

Make It Right

Analyze a workbook and correct all errors and/or improve the design.

Finding Formatting Problems and Data Errors in a Worksheet

Instructions: Start Excel. Open the workbook Make It Right 1–1 Pets. See the inside back cover of this book for instructions for downloading the Data Files for Students, or see your instructor for information on accessing the files required for this book. Correct the following formatting problems and data errors (Figure 1–78) in the worksheet, while keeping in mind the guidelines presented in this chapter.

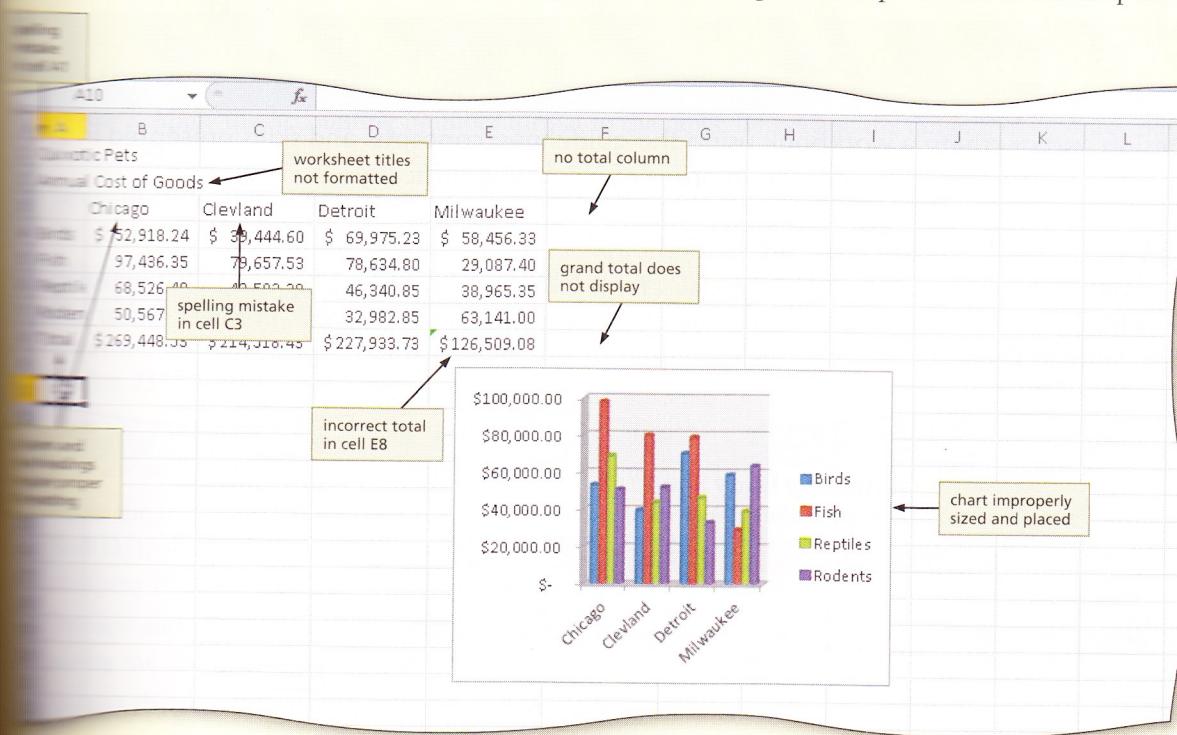


Figure 1–78

Merge and center the worksheet title and subtitle appropriately.

Format the worksheet title with a cell style appropriate for a worksheet title.

Format the subtitle using commands in the Font group on the Home tab on the Ribbon and apply the Red, Accent 2 color to the subtitle.

Correct the spelling mistake in cell A1 by changing Quixotic to Exotic. Correct the spelling mistake in cell C3 by changing Cleveland to Cleveland.

Continued >

Make It Right *continued*

5. Add a column header for totals in column F and create the necessary totals in row 8.
6. Apply proper formatting to the column headers and total row, including centering the column headers.
7. Adjust the column sizes so that all data in each column is visible.
8. Create the grand total for the annual cost of goods.
9. The SUM function in cell E8 does not sum all of the numbers in the column. Correct this error by editing the range for the SUM function in the cell.
10. Resize and move the chart so that it is below the worksheet data and does not extend past the right edge of the worksheet data. Be certain to snap the chart to the worksheet gridlines by holding down the ALT key as you resize the chart to the right edge of column F and the bottom of row 22.
11. Apply a worksheet name to the sheet tab and apply the Aqua, Accent 5 color to the sheet tab.
12. Change the document properties as specified by your instructor. Save the workbook using the file name, Make It Right 1–1 Exotic Pets Annual Cost of Goods. Submit the revised workbook as specified by your instructor.

In the Lab

Design and/or create a workbook using the guidelines, concepts, and skills presented in this chapter. Labs 1, 2, and 3 are listed in order of increasing difficulty.

Lab 1: Annual Revenue Analysis Worksheet

Problem: You work as a spreadsheet specialist for A Healthy Body Shop, a high-end total fitness center franchise. Your manager has asked you to develop an annual revenue analysis worksheet similar to the one shown in Figure 1–79.

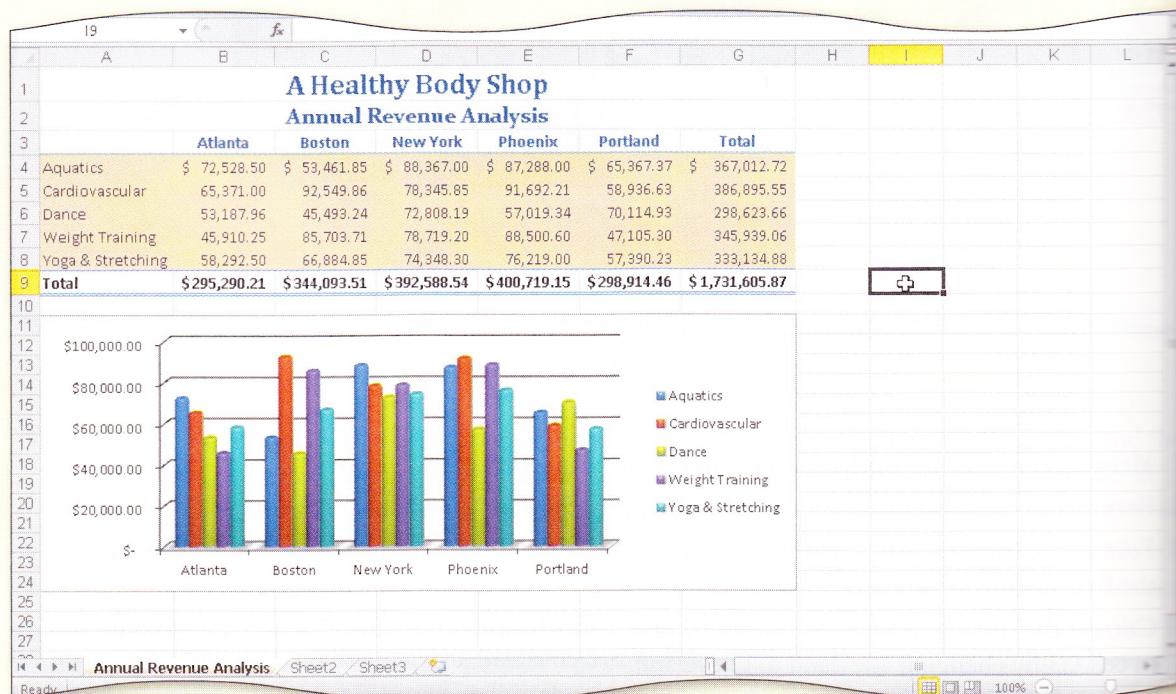


Figure 1–79

Instructions: Perform the following tasks.

1. Start Excel. Enter the worksheet title, A Healthy Body Shop, in cell A1 and the worksheet subtitle, Annual Revenue Analysis, in cell A2. Beginning in row 3, enter the franchise locations, fitness activities, and annual revenues shown in Table 1–7.

Table 1–7 A Healthy Body Shop Annual Revenues

	Atlanta	Boston	New York	Phoenix	Portland
Aquatics	72528.50	53461.85	88367.00	87288.00	65367.37
Cardiovascular	65371.00	92549.86	78345.85	91692.21	58936.63
Dance	53187.96	45493.24	72808.19	57019.34	70114.93
Weight Training	45910.25	85703.71	78719.20	88500.60	47105.30
Yoga & Stretching	58292.50	66884.85	74348.30	76219.00	57390.23

2. Create totals for each franchise location, fitness activity, and company grand total.
3. Format the worksheet title with the Title cell style. Center the title across columns A through G. Do not be concerned if the edges of the worksheet title are not displayed.
4. Format the worksheet subtitle to 14-point Constantia dark blue, bold font, and center it across columns A through G.
5. Use Cell Styles to format the range A3:G3 with the Heading 3 cell style, the range A4:G8 with the ~~40%~~ - Accent 6 cell style, and the range A9:G9 with the Total cell style. Center the column headers in row 3. Apply the Accounting Number format to the range B4:G4 and the range B9:G9. Apply the Comma Style to the range B5:G8. Adjust any column widths to the widest text entry in each column.
6. Select the range A3:F8 and then insert a Clustered Cylinder chart. Apply the Style 26 chart style to the chart. Move and resize the chart so that it appears in the range A11:G24. If the labels along the horizontal axis (x-axis) do not appear as shown in Figure 1–79, then drag the right side of the chart so that it is displayed in the range A11:G24.
7. Apply the worksheet name, Annual Revenue Analysis, to the sheet tab and apply the Orange, Accent 6, Darker 25% color to the sheet tab. Change the document properties, as specified by your instructor.
8. Save the workbook using the file name Lab 1-1 A Healthy Body Shop Annual Revenue Analysis.
9. Preview and print the worksheet in landscape orientation.
10. Make the following two corrections to the sales amounts: 62,675.45 for New York Weight Training (cell D7), 67,238.56 for Portland Cardiovascular (cell F5). After you enter the corrections, the company totals in cell G8 should equal \$1,723,864.05.
11. Preview and print the revised worksheet in landscape orientation. Close the workbook without saving the changes.
12. Submit the assignment as specified by your instructor.

the Lab

Semianual Sales Analysis Worksheet

As the chief accountant for Play 'em Again, a reseller of cell phones, DVDs, electronic games, and accessories, you have been asked by the vice president to create a worksheet to analyze semianual sales for the company by products across sales channels (Figure 1–80 on the following page). The sales channels and corresponding revenue by product for the year are shown in Table 1–8.

Continued >

EX 60 Excel Chapter 1 Creating a Worksheet and an Embedded Chart

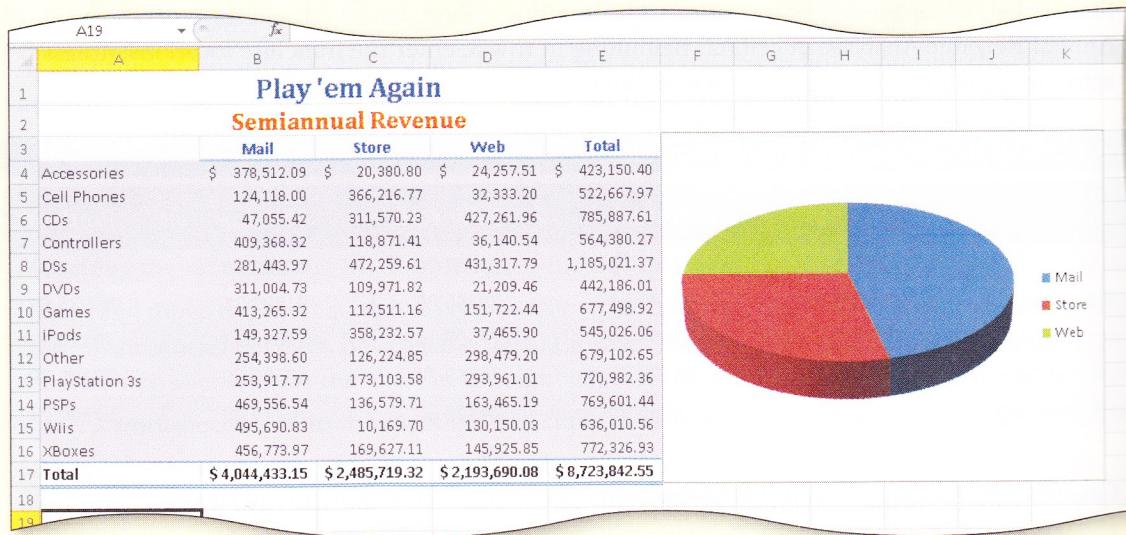
In the Lab *continued*

Figure 1–80

Instructions: Perform the following tasks.

1. Create the worksheet shown in Figure 1–80 using the data in Table 1–8.
2. Use the SUM function to determine total revenue for the three sales channels, the totals for each product, and the company total. Add column and row headings for the totals row and totals column, as appropriate.

Table 1–8 Play 'em Again Semiannual Revenue

	Mail	Store	Web
Accessories	378512.09	20380.80	24257.51
Cell Phones	124118.00	366216.77	32333.20
CDs	47055.42	311570.23	427261.96
Controllers	409368.32	118871.41	36140.54
DSs	281443.97	472259.61	431317.79
DVDs	311004.73	109971.82	21209.46
Games	413265.32	112511.16	151722.44
iPods	149327.59	358232.57	37465.90
Other	254398.60	126224.85	298479.20
PlayStation 3s	253917.77	173103.58	293961.01
PSPs	469556.54	136579.71	163465.19
Wiis	495690.83	10169.70	130150.03
XBoxes	456773.97	169627.11	145925.85

3. Format the worksheet title with the Title cell style and center it across columns A through E. Use the Font group on the Ribbon to format the worksheet subtitle to 16-point Cambria red, bold font. Center the title across columns A through E.
4. Format the range B3:E3 with the Heading 3 cell style and center the text in the cells. Format the range A4:E16 with the 20% - Accent 4 cell style, and the range A17:E17 with the Total cell style. Format cells B4:E4 and B17:E17 with the Accounting Number Format and cells B5:E16 with the Comma Style numeric format.

5. Create a pie chart that shows the revenue contributions of each sales channel. Chart the sales channel names (B3:D3) and corresponding totals (B17:D17). That is, select the range B3:D3, and then while holding down the CTRL key, select the range B17:D17. Insert the Pie in 3-D chart, as shown in Figure 1–80, by using the Pie button (Insert tab | Charts group). Use the chart location F3: K17.
6. Apply the worksheet name, Semiannual Revenue, to the sheet tab and apply the Purple, Accent 4, Lighter 80% color to the sheet tab. Change the document properties, as specified by your instructor.
7. Save the workbook using the file name, Lab 1-2 Play 'em Again Semiannual Revenue. Print the worksheet in landscape orientation.
8. Two corrections to the figures were sent in from the accounting department. The correct revenue is \$118,124.45 for Cell Phones sold through the mail (cell B5) and \$43,573.67 for iPods sold over the Web (cell D11). After you enter the two corrections, the company total in cell E17 should equal \$8,723,956.77. Print the revised worksheet in landscape orientation.
9. Use the Undo button to change the worksheet back to the original numbers in Table 1–8. Use the Redo button to change the worksheet back to the revised state.
10. Close Excel without saving the latest changes. Start Excel and open the workbook saved in Step 7. Double-click cell E6 and use in-cell editing to change the PSPs revenue (cell C14) to \$128,857.32. Write the company total in cell E17 at the top of the first printout. Click the Undo button.
11. Click cell A1 and then click the Merge & Center button on the Home tab on the Ribbon to split cell A1 into cells A1, B1, C1, D1, and E1. To merge the cells into one again, select the range A1:E1 and then click the Merge & Center button.
12. Close the workbook without saving the changes. Submit the assignment as specified by your instructor.

In the Lab

Lab 3: Projected College Cash Flow Analysis Worksheet

Problem: Attending college is an expensive proposition and your resources are limited. To plan for your four-year college career, you have decided to organize your anticipated resources and expenses in a worksheet. The data required to prepare your worksheet is shown in Table 1–9.

Table 1–9 College Cost and Resources

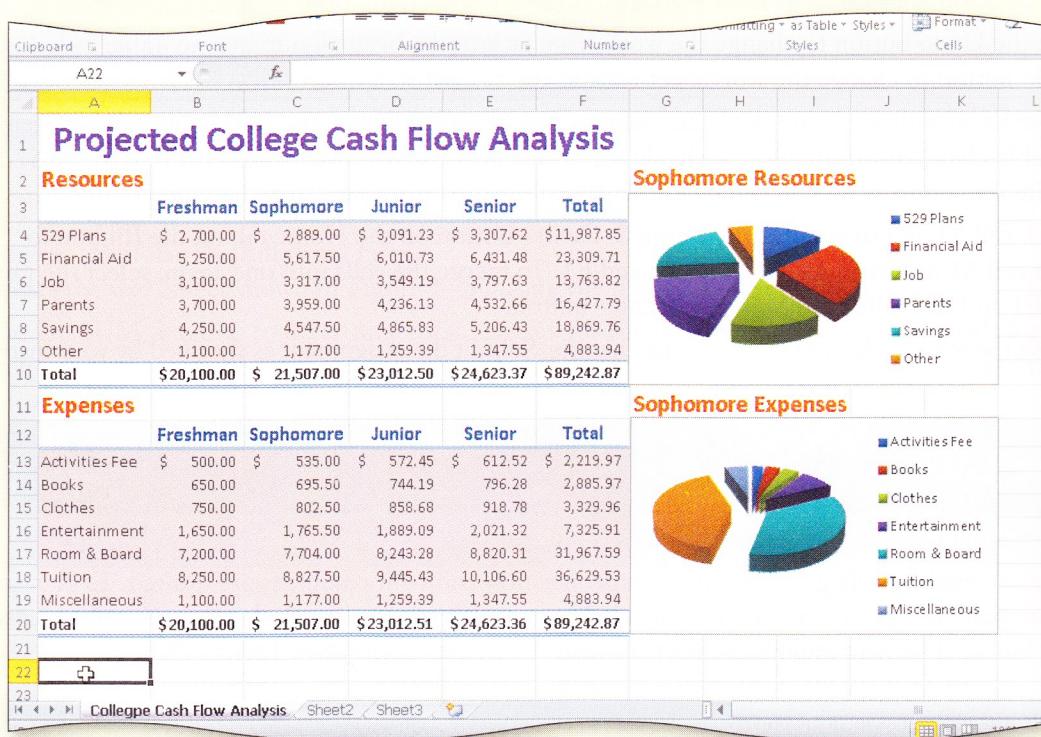
Resources	Freshman	Sophomore	Junior	Senior
S&P Plans	2700.00	2889.00	3091.23	3307.62
Financial Aid	5250.00	5617.50	6010.73	6431.48
Job	3100.00	3317.00	3549.19	3797.63
Parents	3700.00	3959.00	4236.13	4532.66
Savings	4250.00	4547.50	4865.83	5206.43
Other	1100.00	1177.00	1259.39	1347.55
Expenses	Freshman	Sophomore	Junior	Senior
Activities Fee	500.00	535.00	572.45	612.52
Books	650.00	695.50	744.19	796.28
Clothes	750.00	802.50	858.68	918.78
Entertainment	1650.00	1765.50	1889.09	2021.32
Room & Board	7200.00	7704.00	8243.28	8820.31
Tuition	8250.00	8827.50	9445.43	10106.60
Miscellaneous	1100.00	1177.00	1259.39	1347.55

Continued >

In the Lab *continued*

Instructions Part 1: Using the numbers in Table 1–9, create the worksheet shown in columns A through F in Figure 1–81. Format the worksheet title as Calibri 24-point bold purple. Merge and center the worksheet title in cell A1 across columns A through F. Format the worksheet subtitles in cells A2 and A11 as Calibri 16-point bold red. Format the ranges A3:F3 and A12:F12 with the Heading 2 cell style and center the text in the cells. Format the ranges A4:F9 and A13:F19 with the 20% - Accent 2 cell style, and the ranges A10:F10 and A20:F20 with the Total cell style.

Change the name of the sheet tab and apply the Purple color from the Standard Colors area to the sheet tab. Update the document properties, including the addition of at least one keyword to the properties, and save the workbook using the file name, Lab 1-3 Part 1 College Resources and Expenses. Print the worksheet. Submit the assignment as specified by your instructor.

**Figure 1–81**

After reviewing the numbers, you realize you need to increase manually each of the Sophomore-year expenses in column C by \$400, except for the Activities Fee. Change the Sophomore-year expenses to reflect this change. Manually change the Parents resources for the Sophomore year by the amount required to cover the increase in costs. The totals in cells F10 and F20 should equal \$91,642.87. Print the worksheet. Close the workbook without saving changes.

Instructions Part 2: Open the workbook Lab 1-3 Part 1 College Resources and Expenses and then save the workbook using the file name, Lab 1-3 Part 2 College Resources and Expenses. Insert an Exploded pie in 3-D chart in the range G3:K10 to show the contribution of each category of resources for the Freshman year. Chart the range A4:B9 and apply the Style 26 chart style to the chart. Add the Pie chart title as shown in cell G2 in Figure 1–81. Insert an Exploded pie in 3-D chart in the range G12:K20 to show the contribution of each category of expenses for the Freshman year. Chart the range A13:B19 and apply the Style 26 chart style to the chart. Add the Pie chart title shown in cell G11 in Figure 1–81. Save the workbook. Print the worksheet in landscape orientation. Submit the assignment as specified by your instructor.

Instructions Part 3: Open the workbook Lab 1-3 Part 2 College Resources and Expenses and then save the workbook using the file name, Lab 1-3 Part 3 College Resources and Expenses. A close inspection of Table 1–9 shows that both cost and financial support figures increase 7% each year. Use Excel Help to learn how to enter the data for the last three years using a formula and the Copy and Paste buttons (Home tab | Clipboard group). For example, the formula to enter in cell C4 is =B4*1.07. Enter formulas to replace all the numbers in the range C4:E9 and C13:E19. If necessary, reformat the tables, as described in Part 1. The worksheet should appear as shown in Figure 1–81, except that some of the totals will be off by approximately 0.01 due to rounding errors. Save the workbook. Submit the assignment as specified by your instructor. Close the workbook without saving changes.

Cases and Places

Apply your creative thinking and problem solving skills to design and implement a solution.

Analyzing Quarterly Expenses

Academic

To estimate the funds needed by your school's Travel Club to make it through the upcoming quarter, you decide to create a report for the club itemizing the expected quarterly expenses. The anticipated expenses are listed in Table 1–10. Use the concepts and techniques presented in this chapter to create the worksheet and an embedded Clustered Cylinder chart. Be sure to use an appropriate chart style that compares the quarterly cost of each expense. Total each expense item and each quarter. Include a grand total for all of the expenses. Use the AutoCalculate area to determine the average amount spent per quarter on each expense. Manually insert the averages with appropriate titles in an appropriate area on the worksheet.

Table 1–10 Travel Club Quarterly Expenses

	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
Copies and Supplies	75	50	80	150
Meeting Room Rent	400	425	400	425
Miscellaneous	150	100	175	70
Refreshments	130	155	150	225
Speaker Fees	200	200	400	500
Total	450	375	500	375

Create an Exploded Pie in 3-D Chart to Summarize Property Values

Personal

Your wealthy Aunt Nicole owns several properties of varying value. She would like to see the values of the properties in a worksheet and chart that helps her to better understand her investments. She has asked you to develop a worksheet totaling the values of the properties and also to include relevant statistics. The property values are: Property 1, \$56,671.99; Property 2, \$82,276.58; Property 3, \$60,135.45; Property 4, \$107,373.39; and Property 5, \$87,512.82. Create an Exploded pie chart to illustrate the relative property values. Use the AutoCalculate area to find the average, sum, and minimum property values and manually enter them and their corresponding identifiers in an appropriate area of the worksheet. Use the Sum button to total the property values.

Cases and Places *continued***3: Analyzing Historical Yearly Sales****Business**

You are working part-time for Noble's Mobile Services. Your manager has asked you to prepare a worksheet to help her analyze historical yearly sales by type of product (Table 1–11). Use the concepts and techniques presented in this chapter to create the worksheet and an embedded 3-D Clustered Column chart that includes proper numerical formatting, totaling, and formatting of the worksheet.

Table 1–11 Noble's Mobile Services Historical Yearly Sales

	2008	2009	2010	2011
Camera Phones	92598	10487	136791	176785
Headsets	9035	8909	4886	6512
Music Phones	57942	44923	54590	67696
Other Accessories	27604	38793	24483	33095
Satellite Radios	17161	19293	30763	44367
Standard Mobile Phones	8549	9264	7600	6048
Wireless PDAs	57963	68059	103025	87367