Excel Lab 1 - Excel Basics

Part1 – The Basics

Skills

- Creating a new workbook
- Entering data into a spreadsheet
- Resizing columns to show all contents
- Saving a spreadsheet
- Printing a spreadsheet

Assignment

1. Start Excel to create a new workbook.
2. Save the workbook with the name assignment_1_yourlastname.xls.
3. Enter the following information in cells A1 – C8. Replace yourname with your first and last name similar to the other data.

Name	Genre	Number of Songs
J Smith	Blues	50
B Doe	Country	110
S Spade	Country	200
F Zappa	Blues	1400
F Zappa	Alternative	2300
J Smith	Alternative	150
B Doe	Blues	75
yourname	Blues	800

4. Ensure that all the information is visible within the column boundaries. This will require you to resize columns.

  Your spreadsheet will look as follows in Excel.

	A	B	C
1	Name	Genre	Number of Songs
2	J Smith	Blues	50
3	B Doe	Country	110
4	S Spade	Country	200
5	F Zappa	Blues	1400
6	F Zappa	Alternative	2300
7	J Smith	Alternative	150
8	B Doe	Blues	75
9	yourname	Blues	800

5. Your spreadsheet would look as follows with no borders if it was printed, but we'll not print it at this time. We'll correct that in the next part of this assignment.

Name	Genre	Number of Songs
J Smith	Blues	50
B Doe	Country	110
S Spade	Country	200
F Zappa	Blues	1400
F Zappa	Alternative	2300
J Smith	Alternative	150
B Doe	Blues	75
yourname	Blues	800

Part 2 – Basic Formatting and Spreadsheet Manipulation

Skills

1. Add rows and columns to an existing spreadsheet
2. Reformat data (center, comma and currency styles, bold, text color)
3. Work with a simple formula (product) and function (sum)

Assignment

1. Use the workbook you created in Part 1.
2. As show below:
   a. Add the new row for S Spade with the data that's shown below (between the original rows 7 and 8).
   b. Add a column for gender and the data as shown below (between the original columns A and B). Enter the appropriate gender for yourself in the last row.

	A	B	C	D
1	Name	Male/Female	Genre	Number of Songs
2	J Smith	F	Blues	50
3	B Doe	M	Country	110
4	S Spade	F	Country	200
5	F Zappa	M	Blues	1400
6	F Zappa	M	Alternative	2300
7	J Smith	F	Alternative	150
8	S Spade	F	Blues	1000
9	B Doe	M	Blues	75
10	yourname	M	Blues	800

3. Center the data in columns B and C.
4. Bold the data in row 1, the column headings (ensure that the data all remains visible within the column boundaries).
5. Change the font color for row 1 to Blue.
6. Change the format of the data in column D to comma style (no decimal places showing).
7. Add two new columns to the right of the current columns; Unit Price and Total Cost. (They would be columns E and F.) These two columns data should be currency type so that the dollar sign is shown.
8. All songs are $.99, so enter and extend that amount for each of the rows.
9. Calculate Total Cost (column F) as column D times Column E.
10. Add a border to all of the cells using the Borders tool under Fonts on the Home Tab.
11. Change the page layout to landscape.
12. Save the file.
13. Use the sum function to get the total of the Total Cost column.
14. Ensure that the data is all visible within the column boundaries.
15. Save the workbook.
16. Print out and turn in the spreadsheet.
17. **Please show me your excel book on your computer after you finish.**

Your final spreadsheet should look like the following when printed.

Name	Male/Female	Genre	Number of Songs	Unit Price	Total Cost
J Smith	F	Blues	50	$ 0.99	$ 49.50
B Doe	M	Country	110	$ 0.99	$ 108.90
S Spade	F	Country	200	$ 0.99	$ 198.00
F Zappa	M	Blues	1,400	$ 0.99	$ 1,386.00
F Zappa	M	Alternative	2,300	$ 0.99	$ 2,277.00
S Spade	F	Blues	1,000	$ 0.99	$ 990.00
J Smith	F	Alternative	150	$ 0.99	$ 148.50
B Doe	M	Blues	75	$ 0.99	$ 74.25
yourname	M	Blues	800	$ 0.99	$ 792.00
					$ 6,024.15