

Intermediate Microsoft® Excel: Practice 1

RUBRIC

0	3	5	8	10
Less than 25% of items completed correctly.	More than 25% of items completed correctly	More than 50% of items completed correctly	More than 75% of items completed correctly	All items completed correctly

Each step to complete is considered a single item, even if it is part of a larger string of steps.

Objectives:

The Learner will be able to

1. Apply Currency formatting to cells in Excel
2. Use the AutoSum tool to add cells
3. Use the Function tool to calculate the average of a range of cells
4. Insert an IF function
5. Rename spreadsheet

Working with Equations

Enter the labels and format the labels big, bold, and centered

- In Cell A1 type: First Name
- In Cell B1 type: Last Name
- In Cell C1 type: Department
- In Cell D1 type: Salary

Add the data

Type at least five sample records. For example:

	A	B	C	D
1	First Name	Last Name	Department	Salary
2	Deeter	Poohbah	Training	\$34,000

Format the Columns

Select column D and use the Currency tool

Creating Equations

Select Cell D7 and use AutoSum to add up the SUM of the Salaries in the D Column.

Select Cell D8 and use Insert Function to calculate the AVERAGE of the Salaries.

Using IF functions

This activity compares the employee's salary with the Average in Cell D8.

Insert the label "Compare" into cell E1

In E2, insert the IF function.

In the Wizard, enter the following information

Logical Test: D2>D8

Value_if_true: "Above"

Value_if_false: "Below"

Use the Insert Function wizard to put the correct formula for the remaining cells.

Save the spreadsheet and name it: Excel Intermediate Practice 1

Intermediate Microsoft® Excel: Practice 2

Objectives:

The Learner will be able to:

1. Explain what labels are
2. Sort Excel data by using the labels in the header row
3. Create a Custom Sort
4. Modify the Custom Sort Order
5. Change Page Orientation
6. Create Custom headers and footers
7. Save the spreadsheet

Sort Data

Work with Sample Data

Open the sample Excel list, Sales.XLS

When prompted, SAVE to your Documents folder

Review the Data

	A	B	C	D	E	F
1	Month	Client	Category	Service	Class	Date
2	January	Rick Towner	Private	Training	Access	1/12/2004
3	January	Darlene Davis	Private	Training	Access	1/15/2004
4	January	Hometown Community College	Educational	Training	Word	1/15/2004
5	February	Hometown Community College	Educational	Training	PowerPoint	02/05/2004
6	February	Harmony Kitchen And Bath	Corporate	Training	Excel	02/07/2004
7	February	Database Consultants	Corporate	Training	Access	02/10/2004
8	February	Bay County	Government	Training	Outlook	02/12/2004

Sort the Data

Select the entire spreadsheet and Sort the data by Month

Did the Months sort as expected or did they sort alphabetically?

Try the Sort again: use the CUSTOM SORT and change the Order to Custom List

Modify the Page Layout

Format the following Page Layout Options:

Make the orientation "Landscape"

Create a Custom Header and type a sample company a name in the center

Create a Custom Footer with the current date on the right

Save the spreadsheet and name it: Excel Intermediate Practice 2

Intermediate Microsoft® Excel: Practice 3

Objectives:

The Learner will be able to:

1. Enter data into a Spreadsheet
2. Use AutoFill with labels, data and formulas
3. Format Cell Borders and Contents
4. Calculate the total across the rows
5. Calculate the total for each column
6. Use Conditional Formatting

Create a Time Sheet

	A	B	C	D	E	F	G
1	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
2	8	8	8	8	8	8	48
3							
4							
5							
6							
7	8	8	8	8	8	8	48
8	Overtime						8

Enter the Labels in the first row

In Cell A1 type: Monday

Use the AutoFill handle to add Tuesday through Saturday

Calculate the Total

In Cell G1 type: Total

In Cell G2 create the equation: =Sum(A2:F2)

Use the AutoFill handle to fill down that equation to G6

Calculate the Daily Total

Enter sample data in cell A2 through F2

Select Cell A7 and AutoSum the total

Use the AutoFill handle to add this equation to Cells B7 through G7

Format the cells

Make the Labels Bold

Align all of the text Centered, in the middle of the cells

Calculate the overtime in Cell G8

The equation in cell G8 would be: =G7-40

Use Conditional Formatting on Cell G8

Save the spreadsheet and name it: Excel Intermediate Practice 3

Intermediate Microsoft® Excel: Practice 4

Objectives:

The Learner will be able to:

1. Enter data into an Excel Spreadsheet at least 75% of the time
2. Use Data Validation to create a DropDown Control at least 75% of the time
3. Rename a sheet in an Excel workbook at least 75% of the time
4. Apply Conditional Formatting at least 75% of the time
5. Use the Fill Down command
6. Enter data using Drop Down Controls at least 75% of the time

Create DropDown Controls

Create a list of employees

Type in the following information in Column A

Bill Smith
Kaylee Wild
Helen Pulaski
Corey Haas
Angelique Riol

Select the data and name the range. In the Name Box type: Employees

Name the sheet: Employees

Create a list of locations on another spreadsheet in the same workbook

Enter the following Locations in Column A and sort them A-Z

Ann Arbor
Brighton
Lansing
Flint
Detroit
Grand Rapids
Pontiac

Select the names and name the range. In the Name Box type: Location

Name the sheet: Location

Create a schedule on another spreadsheet in the same workbook

Rename Sheet3: Schedule

In Cell A1 Type: Employee Name

In Cell A2, use Data Validation to create a Drop Down control using the "Employees" source.

Include an Input Message that says: "Select an employee from the list"

Fill down Five rows

In Cell B1 Type: Location

In Cell B2, use Data Validation to create a Drop Down control using "Location" as the source

Include an Input Message that says: "Select a Location from the list."

Fill Down five rows

Apply Conditional Formatting

Fill in 3 rows of Employees with locations.

If the Location is Pontiac, format the text to be GREEN. Does Pontiac show up

Green? ;-)

Save the spreadsheet and name it: Excel Intermediate Practice 4