EXCEL BASICS PART 1 EXERCISE ANSWERS

Part 1 – Working with Sheets and Cells

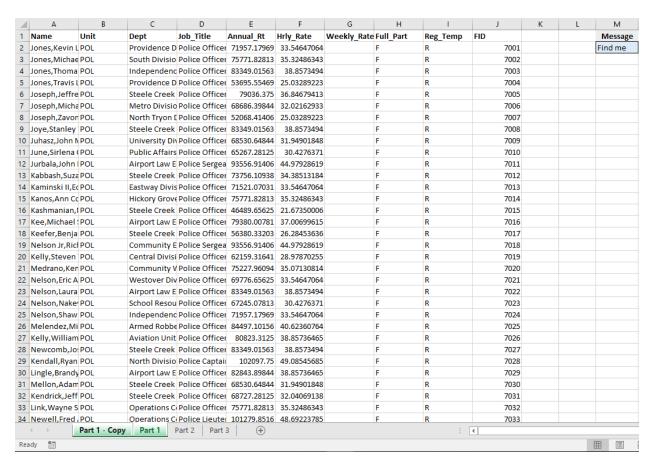
Exercise:

- 1. Right click on the "Part 1" sheet and select "Move or Copy". Check the box for "Create a copy" then click OK
- 2. Right click the "Part 1 (2)" sheet that was created and select rename. Name the sheet "Part 1 Copy"
- 3. To group sheets, hold the "Ctrl" key while selecting the "Part 1" sheet. Right click one of the sheets in the group and under "Tab Color" select green
- 4. Type "Find me in cell L2 on the "Part 1" sheet then view the "Part 1 Copy" sheet to make sure it shows up on that sheet as well.
- 5. In the Editing group on the Home tab ribbon, click "Find & Select" then click "Replace..."



- 6. Select "Replace All"
- 7. Select the E and F column, then in the Number group of the Home tab click the "General" dropdown then select "Currency"
- 8. Select cells A1 through I1, then in the Font group of the Home tab click the **B** to bold the headings
- 9. After which, you can select the paint bucket in the same group and select light grey
- 10. Click on column G, then in the Cells group click "Insert"
- 11. In the new column G, type "Weekly_Rate" in cell G1

Sample Output:



Part 2 – Entering and Storing Data

Exercise:

- 1. Right click the "Part 2" sheet then select "Move or Copy"
- 2. Check "Create a copy" then click OK
- Double click the sheet tab and rename it "Part 2 Answer"
- 4. Copy and paste the data into the correct tabular format

800123632	David Ford	Coordinator	\$40,000	Pace Communications	dford@email.com
800145623	Zelda Grey	Account Manager	\$60,000	Mullen	grey3@email.com
800125952	Grant Allen	Executive Director	\$90,000	Wells Fargo	Allen2@email.com
800004405	Isaac Thomas	Supply Planner	\$60,000	Syngenta	Thomas@email.com

- 5. Click on row 1, then in the Cells group click "Insert"
- 6. Label each column with a header

7. Select the column containing the salaries data, then in the Cells group click "Delete"

Sample Output:

ID	Name	Title	Company	Email
800123632	David Ford	Coordinator	Pace Communications	dford@email.com
800145623	Zelda Grey	Account Manager	Mullen	grey3@email.com
800125952	Grant Allen	Executive Director	Wells Fargo	Allen2@email.com
800004405	Isaac Thomas	Supply Planner	Syngenta	Thomas@email.com

Part 3 – Helpful Tools and Resources

Beginner Tutorials

- 1. Excel Easy
 - a. Excel Easy Keyboard Shortcuts
- 2. GCF Global Excel 2016
- 3. Office Excel for Windows Training
- 4. Excel Help Center
- 5. Microsoft Excel Beginners Video Tutorial <u>Level 1</u> & <u>Level 2</u>

Community Resources

- 1. Excel Jet
 - a. Excel Jet List of Shortcuts
- 2. Microsoft Excel Community
- 3. Microsoft Answers Community

Answers:

- 1. Shift, Space
- 2. Ctrl, Shift, +
- 3. Ctrl, `
- 4. https://www.excel-easy.com/functions/count-sum-functions.html
- 5. https://edu.gcfglobal.org/en/excel2016/basic-tips-for-working-with-data/1/
- 6. Conditional Formatting