

# **CS1TQ2 - Commercial Off The Shelf Software**

## **Practical 8 – Basic Spreadsheets**

For today's practical please make sure that you can carry out the following tasks related to the Microsoft Excel Spreadsheet. Items up to the horizontal line are those normally expected of someone achieving ECDL3 standard and should be regarded as a minimum. Items below the line are not part of the ECDL3 standard but you will find them useful and should attempt them.

### **Starting Excel, creating, naming and saving worksheets and workbooks**

- **Entering numbers, text, numbers as text and cell references into cells ....**□
  - Editing cell contents (using F2), deleting cell contents .....**□
  - Entering simple arithmetic formulae (+-\* /), operator precedence .....**□
  - Meanings of error messages, “####”, “#VALUE!”, “#DIV/0” & “#REF!” .....**□
  - Using the SUM and AVERAGE functions, using the Autosum button.....**□
  - Formatting and aligning single cells .....**□
  - Selecting cell ranges, multiple, non-adjacent ranges and using F8 .....**□
  - Selecting rows and columns, adjusting height and width .....**□
  - Changing cell vertical alignment and orientation.....**□
  - Setting font sizes and colours, cell borders and cell backgrounds.....**□
  - Searching the spreadsheet for text, numbers, function names etc. .....**□
  - Finding and replacing text, spell checking .....**□
  - Setting paper size, orientation, scaling, margins, headers and footers .....**□
  - Inserting and deleting rows and columns, individual cells.....**□
  - Cut, copy and paste cells and cell ranges .....**□
  - Copying and pasting absolute and relative cell references.....**□
  - Sorting columns, sorting on multiple criteria .....**□
- 

### **Auditing Tools**

Excel provides some useful tools for tracing problems with cell references. On Blackboard there is a file called “SalesByRegion.xls”, download it to a local directory. Make sure you understand the purpose of each menu option under Tools->Auditing and use them to trace an error in the spreadsheet calculations.

### **Autofilter**

On Blackboard there is a file called “AmericaWestFlights.xls”, download it to a local directory. Open the file and choose the menu option “Data->Filter->Autofilter”. Make sure that you know what this option does and what you criteria you can filter on. We will be using this file again this week to generate charts on filtered data.