Name: _____   Section: _____

CS 103 Introduction to Computers

Hands-on Exercises: MS Excel: Chapter 3 & 4

All exercises refer to the Hands-On Exercises in the class textbook Microsoft *Office 2003, Volume 1*, by R. T. Grauer & M. Barber.

Check off each step of the exercises below after you complete them. I have placed notes for some steps of the exercises below that describe changes for some steps. Read these before reading the step in the book and do what is described in my notes. You will also see boxes near the bottom of most pages. Please read the ones that I mark with **[square braces]** and you will be responsible for these on the exam.

Please print only the documents that I specify for particular exercise steps. Do not print all documents specified in the book. Submit them by stapling them to the back of this form and turn them into the instructor.

Submit this assignment at the **beginning** of your assigned class. This assignment is due Nov 21st for Section 3 (MW) and November 16th for Section 4 (F). Late work will be reduced 50% for each class period late. If you have not completed an exercise, then print out your results at the last completed step so that you will receive partial credit. This assignment is worth 20 points.

Do not use diskette drive A: for this assignment. Save all files on your USB removable disk drive instead. Save all documents for these exercises to the folder path USB:\ cs103\Exploring Excel.

Chapter 3: Hands-On Exercise 1: The Chart Wizard (pp. 401 – 409)

[ ] Step 1.   The AutoSum Command   Save as: Software Sales Solution.xls

[ ] Step 2.   Start the Chart Wizard

[ ] Step 3.   The Chart Wizard (continued)

[ ] Step 4.   Move and Size the Chart   [Embedded Chart]

[ ] Step 5.   Change the Worksheet   [The AutoFormat Command]

[ ] Step 6.   Change the Chart Type   [Different Chart Types]

[ ] Step 7.   Create a Second Chart   [Anatomy of a Chart]

[ ] Step 8.   Add a Text Box   [Floating Toolbars]

[ ] Step 9.   Create a 3-D Shape   [Format the Data Series]
It works better to right-click the mouse on the 3D Arrow and select Edit Text. Enter the text "Word Processing leads all categories" in the arrow instead of a separate textbox. Change text color to white and bold. **(Save and Print this Chart)**

Chapter 3: Hands-On Exercise 2: Multiple Data Series (pp. 413 – 418)

[ ] Step 1.   Rename the Worksheets

[ ] Step 2.   The Chart Wizard

[ ] Step 3.   Copy the Chart   [Moving and Copying a Worksheet]

[ ] Step 4.   Change the Source Data   [The Horizontal Scroll Bar]

[ ] Step 5.   Change the Chart Type (Select Value in Data Labels Tab)

[ ] Step 6.   Print the Workbook   [Print Only What You Need]
(Save Worksheet and Print stacked column chart only)

Chapter 3: Hands-On Exercise 3: Object Linking and Embedding (pp. 420 – 426)

[ ] Step 1.   Open the Software Sales Document   Software Memo Solution.doc

[ ] Step 2.   Copy the Worksheet   [The Windows Taskbar]

[ ] Step 3.   Create the Link   [The Common User Interface]

[ ] Step 4.   Copy the Chart   [Alt+Tab Still Works]

[ ] Step 5.   Add the Chart

[ ] Step 6.   Modify the Worksheet   [Linking Versus Embedding]

[ ] Step 7.   Update the Links   [Linking Worksheets]
(Save both worksheet and document; Print document only)

Chapter 4: Hands-On Exercise 3: The Expanded Grade Book (pp. 473 – 482)

[ ] Step 1.   The Fill Handle   Save as: Expanded Grade Book Solution.doc

[ ] Step 2.   Format the Social Security Numbers [The Left and Right Functions]

[ ] Step 3.   The Freeze Panes Command   Resize window to smaller

[ ] Step 4.   The IF Function   Type="OK"   Note: Include double quotes

[ ] Step 5.   The VLOOKUP Function   [The Collapse Dialog Button]

[ ] Step 6.   Copy the IF and VLOOKUP Functions   [The Round Function]

[ ] Step 7.   Create the Summary Statistics

[ ] Step 8.   The Page Break Preview Command
Print 2 Worksheets: One with values and the other with formulas.

[ ] Step 9.   Hide the Rows and Columns   [Unhiding Rows and Columns]

[ ] Step 10. The AutoFilter Command   [Set Print Areas]

I completed all parts of this assignment

Signature: _____ Date completed: _____