

Name: _____

Section: _____

CS 103 Introduction to Computers

Hands-on Exercises: Spreadsheets Chapter 1 & 2

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.

Print only the documents that I specify for particular exercise steps. 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 7th for Section 3 (MW) and November 2nd 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.

Hands-On Exercise 1: Introduction to MS Excel (pp. 291 – 298)

- [] Step 3. Start Excel [Separate the Standard and Edit]
- [] Step 4. Open the Workbook Grade Book.xls
- [] Step 5. The Save As Command Grade Book Solution.xls
- [] Step 6. The Active Cell, Formula Bar, and Worksheet Tabs [Add Color...]
- [] Step 7. Experiment (What If?) [The Undo and Redo Commands]
- [] Step 8. Help with Excel – Explore this step but do not print

Hands-On Exercise 2: Tables (pp.302 – 310)

- [] Step 1. Open an Existing Workbook (from previous exercise)
- [] Step 2. Delete a Row - Select Row 6 by clicking on 6 and select Edit | Delete
- [] Step 3. Insert a Row [Correcting Mistakes]
- [] Step 4. The AutoComplete Feature
- [] Step 5. Insert a Column [Inserting and Deleting Individual Cells]
- [] Step 6. Display the Cell Formulas [Formula Auditing Toolbar]
- [] Step 7. The Page Setup Command
- [] Step 8. Print Preview Command (**Print Spreadsheet**)
- [] Step 9. Insert and Delete a Worksheet (Do Not Print)

Hands-On Exercise 3: Creating a Workbook (pp. 316 – 321)

- ☐ Step 1. Create a New Workbook
- ☐ Step 2. Save the Workbook to USB drive Better Grade Book.xls
- ☐ Step 3. Enter Student Data and Literal Information
- ☐ Step 4. Compute the Student Semester Averages
- ☐ Step 5. Compute the Class Averages [Two Different Clipboards]
- ☐ Step 6. Change the Exam Weights (Save document, and Do NOT Print)

Hands-On Exercise 4: Formatting a Worksheet (pp. 327 – 332)

- ☐ Step 1. Center the Title
- ☐ Step 2. Format the Exam Weights
- ☐ Step 3. Format the Class Averages
- ☐ Step 4. Borders and Color
- ☐ Step 5. The Completed Worksheet **(Print document in data view)**
- ☐ Step 6. Print the Cell Formulas **(Print document in formula view)**

Practice Exercise 4: The Checkbook (p. 339)

Create a worksheet that can be used to balance your checkbook similar to Figure 1.22. Use real data if you have an active checking account or the data shown in Figure 1.22 if you don't have a checking account.

(Print in data view and formula view)

Chapter 2: Hands-On Exercise 1: Payroll (pp. 349 – 355)

- ☐ Step 1. Compute the Gross Pay Payroll.xls → Payroll Solution.xls
- ☐ Step 2. Complete the Calculations [The F4 Key]
- ☐ Step 3. Copy the Formulas, using Fill Handle [It's Only Algebra]
- ☐ Step 4. Compute the Totals [Read Formulas Versus Functions]
- ☐ Step 5. Format the Spreadsheet [The Format Style Command]
- ☐ Step 6. Complete the Formatting [Sort the Employee List]
- ☐ Step 7. The Completed Workbook **(Print in data view and formula view)**

I completed all parts of this assignment

Signature: _____ Date completed: _____