# ASSIGNMENT 1

Using an Excel workbook, create a spreadsheet for both of the problems in this assignment. Save the workbooks on your personal **V: drive** or OneDrive. Save and copy the problem-solving template (item #1 below) for item #2 and for spreadsheets in the next two assignments. Create a personal header for your assignments using the instructions listed here and save it for use in future assignments:

*Create a header by selecting on the **Insert** tab, in the Text group click **Header & Footer**. You header should have your name, EDSGN 100S.n and the current date and time in the **right-side box** as shown below. The **Current Date** and **Current Time** are located in the Header and Footer Elements at the top of the page. The **.n** should be replaced by your section number. Use the **Page Layout** ribbon and in the Page Setup group click **Margins**. Use the **Custom Margins** to set the top margin to 1.0" and both side margins to 0.7"*

Header

|  |  |  |  |  |  | Your Name<br>EDSGN 100S.n<br>&[Date], &[Time] |
|---|---|---|---|---|---|---|

| | A | B | C | D | E | F | G | H | I |
|---|---|---|---|---|---|---|---|---|---|
| 1 | TITLE: | | General Excel Formatting Exercise | | | | | | |

After completing the exercises, document your work in the following manner:

- Select *File – Print, Page Setup, Sheet* and select the *Gridlines* button before sending this to the printer.

- Save your Excel workbook document and exit the Excel application.

- **An electronic copy of this assignment will be submitted prior to the beginning of the next lab.** Open a web browser to PSU's CANVAS site at http:// psu.instructure.com and log-in at the prompt using your Penn State access ID and password.
  - Open the link for this course **EDSGN 100, select the *Modules* tab in the menu,** look for the **Week 1** module, and open the **Lab 1** assignment listed under the Computer Lab heading.
  - Open the link for **Submit Assignment**, click the button for *Choose File*, browse to select your file to add, add any comments you may want, and click the button to *Submit Assignment*.
  - Browse to your find your Excel file and click the *Upload File* button, then the *Finished* button after it loads. Note: more than one file can be attached to your submission (use the +*Add Another File* button).
  - Click the *Submit* button to send your assignment for grading.

- **A hard copy of this assignment will be turned in by the beginning of next lab.** Make sure your name and the other information in the header is there when printing to identify the print as yours.

1. Create a template file for solving Microsoft Excel problems. This is so you don't have to spend time formatting the worksheet for every new assignment. Your template should include the custom header as described above and the following headings: Title, Description, Parameters, and Calculations. Once the spreadsheet is completed, make a copy. To copy a worksheet, menu pick the *Office button, Save As – Excel Workbook*. Use TEMPLATE as a filename when saving. Move or Copy this file before using for future assignments. You don't need to print out or submit this item.

*Assignment 1 Item #2 on next page*

2. Create the spreadsheet shown below. Follow all of the formatting instructions shown in the figure. Do not include comments in text boxes. Be sure to include the page header as detailed on the previous page.

| | A | B | C | D | E | F | G | H | I |
|---|---|---|---|---|---|---|---|---|---|
| 1 | TITLE: | General Excel Formatting Exercise | | | | | | | |
| 2 | | | | | | | | | |
| 3 | DESCRIPTION: | To use various Excel formatting techniques | | | | | | | |
| 4 | | Calculate values of Y from the equation Y = 5.2X - 9 | | | | | | | |
| 5 | | | | | | | | | |
| 6 | PARAMETERS: | Various | | | | | | | |
| 7 | | | | | | | | | |
| 8 | | | | | | | | | |
| 9 | CALCULATIONS: | | | Label and Value Formats | | | | | |
| 10 | | **BOLD** | | | $ 64.23 | | 0.4286 | Decimal | |
| 11 | | *Italics* | | | $ 17.65 | | 42.86% | Percent | |
| 12 | | Underlined | | | $ 23.57 | | 3/7 | Fraction | |
| 13 | | Left | | | $ 105.45 | | 4.29E-01 | Scientific | |
| 14 | | Right | | | | | $ 0.43 | Accounting | |
| 15 | | Centered | | | | | | | |
| 16 | | | | | | | | | |
| 17 | | α,δ,φ,θ | | Symbol font a,d,f,q | | | | | |
| 18 | | | | | | | | | |
| 19 | | | | | | | | | |
| 20 | | | Y = 5.2X - 9 | | | | | | |
| 21 | | | X | | Y | | | | |
| 22 | | | 0 | | -9.0 | | | | |
| 23 | | | 1 | | -3.8 | | | | |
| 24 | | | 2 | | 1.4 | | | | |
| 25 | | | 3 | | 6.6 | | | | |
| 26 | | | 4 | | 11.8 | | | | |
| 27 | | | 5 | | 17.0 | | | | |
| 28 | | | 6 | | 22.2 | | | | |
| 29 | | | 7 | | 27.4 | | | | |
| 30 | | | 8 | | 32.6 | | | | |
| 31 | | | 9 | | 37.8 | | | | |
| 32 | | | 10 | | 43.0 | | | | |
| 33 | | | | | | | | | |

Annotations:

- Use 11 point Calibri font for all text unless otherwise noted
- Merge and Center title over columns B-H
- Thick Border
- Type in a,d,f,q and change font to Symbol
- Type in the three values and use the =sum( ) function to add them.
- Type .7143 in the first row, then copy it to the four rows below. Apply the number formats shown.
- Use 14 point Calibri font for the title and for X and Y
- Cell formula: =5.2*B22-9
- Match table borders and shading
- Apply a thick border around the table with gridlines
- Cell formula: =5.2*B30-9
- 18-unit (131 pixels or 1.47 inches) wide column
- 2-unit (19 pixels or 0.21 inches) wide column
- Use the given equation for the cells of this column to calculate all these values