Spreadsheet Exercise 1

The practical exercises are designed to provide practice for all of the required skills. After completing the practice exercises, carefully compare your printouts to the practice exercise answers located in your study materials on http://didljumpstart.com.

In this exercise you will practice each of the skills that you learned through the spreadsheets curriculum. If you can't recall how to do something, go back to the curriculum for help and answers.

Correct any differences or mistakes that you see between the spreadsheet you created and the answer sheet. As you make your corrections you are learning! The more you use your spreadsheets program, the better you will become at creating and working with them.

Don't Forget!! Save the spreadsheet often and regularly during the assignment. Let's begin.

Spreadsheet Exercise 1

Create a New Worksheet

In-this exercise, you will create a new worksheet about monthly expenses. For creating this new worksheet, you have a diagram of the finished product and step-by-step instructions for creating it.

Diagram of the finished worksheet - Follow the Step-By-Step Worksheet Instructions below for creating this worksheet.

	Report Date	(Insert Date Function)				
Bold Row						
Bold Row			Months	Amount	Total Rent	
		Rent calculation	4	1500	(Insert Product Function)	
Bold Row	Expenses	Sept	Oct	Nov	Dec	Line Item Totals
	Utilities	$345	$422	$518	$649	(Insert Sum Function)
	Advertising	$655	$535	$775	$650	(Insert Sum

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					Function)
Personnel	$3,500	$3,500	$3,500	$3,500	(**Insert Sum Function**)
Shipping	$575	$515	$575	$500	(**Insert Sum Function**)
Miscellaneous	$1,000	$1,050	$1,113	$915	(**Insert Sum Function**)
Monthly Totals	(**Insert Sum Function**)	(**Insert Sum Function**)	(**Insert Sum Function**)	(**Insert Sum Function**)	(**Insert Sum Function**)
Rent (add rent calculated from above)					(= **the cell from above that has the Product that calculates the rent**)
Grand Total including rent					(**Insert Sum of the above two cells**)

Step-by-Step Worksheet Instructions – These are the instructions for creating the worksheet in the above diagram.

Start by opening a new document in Microsoft Excel. You will name this worksheet: **ss_ex1printout1**

Orientation, Margins, Header, and Footer Instructions

Select landscape orientation for a new worksheet.

Set the margins to 1.25" right, left, top, and bottom.

In the right section of the header, type your first and last name in Times New Roman 10 point font.

In the center section of the footer, type **Printout 1** in Times New Roman 10 point font.

Building the worksheet
- Enter the data into the spreadsheet like you see in the diagram.
- You should have six (6) columns and fifteen (15) rows of data in the spreadsheet.
- Enter the **formula** in the spreadsheet for all items in the diagram in parenthesis.

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- Enter the labels (row and column). Bold the three rows in the spreadsheet as shown in the diagram to the left of the table.
- Adjust the column width in the spreadsheet to fit the row labels.
- Enter the **Date Function** and format the cell with the format, Month, Day, Year.
- Calculate the rent for this quarter using the **Product Function** or by entering the **Formula** (Months * Amount) into the current cells in the spreadsheet. Notice that the amount you calculate for rent is placed in two different places in the worksheet. You can just enter an equal sign and the cell address that holds the **Product Function or the Formula** for the rent.
- Enter the values into the worksheet as shown in the diagram for September through December.
- Enter the **Sum Function** for the Row Totals for: Utilities, Advertising, Personnel, Shipping, and Miscellaneous.
- Enter the **Sum Function** for the columns with Monthly Totals for Sept, Oct, Nov and Dec and the Grand total. Pay close attention to what data is being added together and summed in each of these cells. Use the correct fill commands to repeat the formulas.
- Format all of the cells with dollar amounts in them using **Currency Number Formatting** (to show the dollar sign, comma, and no decimals.
- Shade the cells with totals in them in a gray shade as shown in the diagram.
- Center the column labels.
- Put an underline border on the calculated total rent cell at the bottom so that there is a line between the Total Rent from above and the Grand Total including rent.
- Create a pie chart for September expenses (not including rent) and include row labels but do not include the column labels. Use "September Expenses Excluding Rent" for the title of the chart and include a legend. For the data labels, show percentages.
- Create a doughnut chart for October expenses (not including rent) and include row labels but do not include the column labels. You may have to look through the chart types to find a doughnut chart, since this is a less common chart type. Use "October Expenses Excluding Rent" for the title of the chart and do not show a legend. For the data labels in the chart, show category name.
- Place both charts on the worksheet so that the worksheet prints on one page. Size the doughnut chart so that you can read the category names.

Exercise 1 - Printout 1 (new worksheet)
After you have entered all of the data, formulas, functions etc., save the worksheet and name it **ss_ex1printout1**

Set the **print options** to be the following: landscape orientation, no gridlines, and no row and column headings.

Convert the printout to pdf format (Internet Skill) and make sure the name is still **ss_ex1printout1**

Print the pdf file to compare to the answers.

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Exercise 1 - Printout 2 (new worksheet)

Now change the footer to "Printout 2".

Set the **print options** to the following: fit to 1 page, gridlines and row and column headings showing, and formulas showing.

Save the worksheet and name it **ss_ex1printout2**

Convert the printout to pdf format (Internet Skill) and name it **ss_ex1printout2**

Print the pdf file to compare to the answers.

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