

# Beginning Microsoft Excel: Practice 1

## Working with Spreadsheets

### Working with data in a Spreadsheet

Open a new Microsoft Excel Spreadsheet

Enter the following information:

Type "January" in Cell A1, press TAB

Type "February" in Cell B1, press TAB

Type "March" in Cell C1, press TAB

### Selecting Ranges

Practice using holding your left mouse button to select a range (block) of cells.

Select A1 through C1

### Formatting Cells

Format the labels in Cell A1 through C1: Bold

In Cell D1 type: TOTAL

Format the text in Cell D1: Bold, Centered and Blue

**Save your practice spreadsheet** and name it: Beginning Excel Practice 1

## Beginning Microsoft Excel: Practice 2

### Create a Chart

Enter the following data into Excel.

Labels: January, February, March, April, May, June, July, August, September, October, November, December

Average Temperature:

January was 15°  
February was 27°  
March was 45°  
April was 58°  
May was 64°  
June was 72°  
July was 79°  
August was 83°  
September was 78°  
October was 57°  
November was 42°  
December was 33°

Total Precipitation

January got 18"  
February got 12"  
March got 32"  
April got 29"  
May got 21"  
June got 6"  
July got 10"  
August got 15"  
September got 12"  
October got 8"  
November got 10"  
December got 10"

### Create Charts from the Data

#### Chart 1:

Create a Column chart that shows JUST the Average Temperature.

Make sure to include the labels on your chart

Name the chart "Average Temperature"

#### Chart 2:

Create a Chart that shows the JUST the Total Precipitation.

Make sure to include the labels on your chart

Create the Chart as its OWN page

Name the chart "Total Precipitation"

Format the chart with the colors, shape effects, and background fill of your choice.

**Save your practice spreadsheet** and name it: Beginning Excel Practice 2

## Beginning Microsoft Excel: Practice 3

### Set Up a Checkbook

#### Enter the Labels

- In Cell A1 type: Check No
- In Cell B1 type: Date
- In Cell C1 type: Description
- In Cell D1 type: Amount
- In Cell E1 type: Deposit
- In Cell F1 type: Balance

Select Row 1 and format the labels big, bold, and centered

#### Add the data

- Type in six records  
Such as:  
Opening balance: \$500  
Office Supplies: 78.50, check number 100  
Phone Company: 50, check number 101

#### Format the columns

- Select column D, E, and F and use the Currency tool
  - Note: the numbers are aligned with two decimal places
  - Practice: use the toolbar to increase and decrease the decimal places

#### Set up the Equations

- Select Cell F3 and enter the following equation: =F2-D3+E3
- Select Cells F3 through F5 and 'Fill Down'
- Test your equations

	A	B	C	D	E	F
1	<b>Check No</b>	<b>Date</b>	<b>Description</b>	<b>Amount</b>	<b>Deposit</b>	<b>Balance</b>
2			Opening Balance		\$ 500.00	\$ 500.00
3	100	4/7/04	Office Supplies	\$ 78.50		\$ 421.50
4	101	4/7/04	The Phone Store	\$ 180.98		\$ 240.52

Save your practice spreadsheet and name it: Beginning Excel Practice 3