

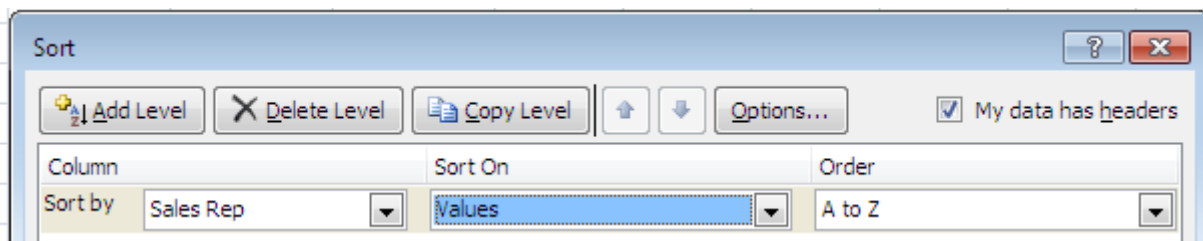
Basic Spreadsheet Concepts Exercise 1

Instructions

1. Type in all text and numbers shown in the spreadsheet below.

	A	B	C	D	E	F
1	Sales for the Month					
2	Sales Rep	Product 1	Product 2	Product 3	Sales Rep Totals	
3	Rodes	443.00	213.00	986.00		
4	Martin	192.00	485.00	567.00		
5	Dale	325.00	456.00	781.00		
6	Hoskings	344.00	211.00	198.00		
7	Jacobs	350.00	390.00	400.00		
8	Muston	235.00	186.00	984.00		
9						
10	Totals					
11						
12						

2. Create a formula to display a total for each sales rep.
 - a) Rodes Total in Cell E3: =Sum(B3:D3). **Use Autosum
 - b) Use the fill handle to complete the remainder of the Sales Rep Totals
3. Create a formula to display a total for each product and the Total of the Sales Rep Totals
 - a) Product 1 total in Cell B10: =Sum(B3:B8) **Use Autosum
 - b) Use the fill handle to complete the 3 remaining totals.
4. Save as Exercise 1 in your Excel folder.
5. Merge and center the title. Highlight the **title** and insert a thick border around it. Add some shading, click "Cell Styles" and select "20% - Accent 1". Font size should be 16.
6. Sort on the criteria below by highlighting the headings and the data to be sorted. Do not include the blank line or the totals at the bottom.



BBT 9

7. Format the Spreadsheet (**highlight everything but the title**) using “Table Style Light 1”. Remove any information that appears in the blank row due to formatting. Change the font size of the spreadsheet to 12.
8. Wrap “Sales Rep Total” on two lines. You may have to decrease the width and increase the height to force the cell(s) to wrap.
9. Ensure that headings over words are left aligned, and headings over numbers are right aligned.
10. When formatting money columns, use the Accounting category with 2 decimal places. The number at the top of the column requires a \$ sign and any numbers in a Total row need \$ signs. (Highlight all money items and put in the \$ sign & appropriate decimal places. Then highlight the center rows and select no \$ sign.)
11. Adjust column widths and row height if necessary (to make table more visually pleasing).
12. Double underline Total row: Home, Cell Styles, Total
13. Center vertically and horizontally on the page by selecting Page Layout, Page Setup, Margins, and check the two boxes.
14. Under Page Layout, Page Setup, Header/Footer—Center Section
Header—Your Name
Assignment #
Footer—Current Date
15. Save and then print out the original. Use Ctrl + ~ to show formulas that were used. Print and don't save.

Basic Spreadsheet Concepts Exercise 2

Instructions

1. Type in all text and numbers shown in the spreadsheet below. Hint: Use “fill” for the months.

Change “And” to “and”.

	A	B	C	D	E	F	G
1	Sales And Produce Department						
2	Fruit Item	January	February	March	April	Year to Date	
3	Apples	368.00	456.00	680.00	765.00		
4	Bananas	435.00	254.00	213.00	365.00		
5	Pears	345.00	482.00	326.00	310.00		
6	Oranges	389.00	567.00	482.00	567.00		
7	Grapes	591.00	428.00	367.00	551.00		
8	Kiwifruit	234.00	368.00	439.00	387.00		
9							
10	Total						
11							
12							

2. Create a formula to display a total for each fruit. =sum(B3:E3) for “Apples” and then use the fill handle to do the rest.
3. Create a formula to display a total for each month. =sum(B3:B8) for “January” and then use the fill handle to do the rest and “Year to Date”.
4. Save as Exercise 2 in your Excel folder.
5. Merge and center the title. Highlight the **title** and insert a thick border around it. Add some shading, click “Cell Styles” and select “20% - Accent 1”. Font size should be 16.
6. Sort the data by “Fruit Item” but **do not** include the blank line or the totals at the bottom
7. Format the Spreadsheet (**highlight everything but the title**) using “Table Style Light 1”. Remove any information that appears in the blank row due to formatting. Change the font size of the spreadsheet to 12.
8. Ensure that headings over words are left aligned, and headings over numbers are right aligned.
9. When formatting money columns, use the Accounting category with 2 decimal places. The number at the top of the column requires a \$ sign and any numbers in

BBT 9

a Total row need \$ signs. (Highlight all money items and put in the \$ sign & appropriate decimal places. Then highlight the center rows and select no \$ sign.)

10. Adjust column widths and row height if necessary (to make table more visually pleasing).
11. Double underline Total row: Home, Cell Styles, Total
12. Center vertically and horizontally on the page by selecting Page Layout, Page Setup, Margins, and check the two boxes.
13. Under Page Layout, Page Setup, Header/Footer—Center Section
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14. Save and then print out the original. Use Ctrl + ~ to show formulas that were used. Print and don't save.

Basic Spreadsheet Concepts Exercise 3

Instructions

1. Type in all text and numbers shown in the spreadsheet below.

	A	B	C	D
1	Mike's Stationery Order			
2	Item	Quantity Ordered	Unit Price	Total
3	Stabilo Boss Highlighters	2	1.59	
4	Blue Tack	1	2.89	
5	Push Pins (pkt)	1	1.39	
6	Chrome Letter Clips	5	0.59	
7	Stephens Whiteboard Markers (Blue)	2	2.39	
8	Stephens Whiteboard Markers (Green)	2	2.39	
9	Stephens Whiteboard Markers (Red)	2	2.39	
10	Stephens Whiteboard Markers (Black)	2	2.25	
11	A4 White 80 gsm Copy Paper (Ream)	10	5.59	
12				
13	Order Total	Leave B13 and C13 blank.		
14				

2. Create a formula and use fill to display a total for each stationery item ordered.
=(B3*C3)
3. Create a formula to calculate the total for the stationery order. =sum(D3:D11) Do not total columns B and C.
4. Save as Exercise 3 in your Excel folder.
5. Merge and center the title. Highlight the **title** and insert a thick border around it. Add some shading, click "Cell Styles" and select "20% - Accent 1". Font size should be 16.
6. Sort the data by "Item" but **do not** include the blank line or the total at the bottom.
7. Format the Spreadsheet (**highlight everything but the title**) using "Table Style Light 1". Remove any information that appears in the blank row due to formatting. Change the font size of the spreadsheet to 12.
8. Flip the 3 headings to 90° (and to the right). Center the heading "Item" both horizontally and vertically.

BBT 9

9. When formatting money columns, use the Accounting category with 2 decimal places. The number at the top of the column requires a \$ sign and any numbers in a Total row need \$ signs. (Highlight all money items and put in the \$ sign & appropriate decimal places. Then highlight the center rows and select no \$ sign.)
****Note: “Quantity Ordered” is not money!**
10. Adjust column widths and row height if necessary (to make table more visually pleasing).
11. Double underline Total row: Home, Cell Styles, Total
12. Center vertically and horizontally on the page by selecting Page Layout, Page Setup, Margins, and check the two boxes.
13. Under Page Layout, Page Setup, Header/Footer—Center Section
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14. Save and then print out the original. Use Ctrl + ~ to show formulas that were used. Print and don't save.

BBT 9

Basic Spreadsheet Concepts Exercise 4

Instructions

1. Type in all text and numbers shown in the spreadsheet below.

	A	B	C	D	E	F	G
1	Travel Expenses for the Month of May						
2	Sales Rep	Week 1 Km	Week 2 Km	Week 3 Km	Week 4 Km	TOTAL Km Traveled	Amount Due
3	Morrison W	150	230	95	186		
4	Oliver A	210	306	120	95		
5	Parker J	105	126	142	86		
6	Potts D	155	148	162	135		
7	Watson K	110	152	133	122		
8	Weatherby L	108	123	121	111		
9	Wilson J	106	164	153	145		
10	Wooley T	101	132	135	162		
11	Dale M	198	205	210	187		
12	Appleby G	155	155	206	152		
13	Jones W	145	215	233	98		
14	Graham T	165	489	198	186		
15	Stewart N	211	200	155	195		
16							

Make your headings go 90° instead of 45°. See Step #9.

17. Total
2. Create a formula and use fill to display Total Km Traveled for each Sales Rep.
=sum(B3:E3)
3. Create a formula and use fill to calculate the Amount Due to each sales rep, on the basis that each rep is reimbursed 0.63 cents per kilometer traveled. =F3*.63
4. In cell A17, type the word Total. Create a formula and use fill to display the totals for columns B-G. Use the Sum feature to do this.
5. Save as Exercise 4 in your Excel folder.
6. Merge and center the title. Highlight the **title** and insert a thick border around it. Add some shading, click "Cell Styles" and select "20% - Accent 1". Font size should be 16.

BBT 9

7. Sort the data by “Sales Rep” but **do not** include the blank line or the totals at the bottom.
8. Format the Spreadsheet (**highlight everything but the title**) using “Table Style Light 1”. Remove any information that appears in the blank row due to formatting. Change the font size of the spreadsheet to 12.
9. Flip all headings to 90°. Ensure that headings over words are left aligned, and headings over numbers are right aligned. Wrap “TOTAL Km Traveled” on to 2 lines.
10. When formatting money columns, use the Accounting category with 2 decimal places. The number at the top of the column requires a \$ sign and any numbers in a Total row need \$ signs. (Highlight all money items and put in the \$ sign & appropriate decimal places. Then highlight the center rows and select no \$ sign.)
****Note: Kms do not require \$.**
11. Adjust column widths and row height if necessary (to make table more visually pleasing).
12. Double underline Total row: Home, Cell Styles, Total
13. Center vertically and horizontally on the page by selecting Page Layout, Page Setup, Margins, and check the two boxes.
14. Under Page Layout, Page Setup, Header/Footer—Center Section
Header—Your Name
Assignment #
Footer—Current Date
15. Save and then print out the original. Use Ctrl + ~ to show formulas that were used. Print and don't save.

Basic Spreadsheet Concepts Exercise 5

Instructions

1. Type in all text and numbers shown in the spreadsheet below.

	A	B	C	D	E
1	Mike's Lunch Bar				
2	Lunch Items	Units Sold	Unit Price	Sales	
3	Sandwiches	2,300	2.50		
4	Meat Pies	1,100	2.00		
5	Macaroni and other Salads	3,650	3.50		
6	Filled Rolls	560	2.30		
7	Soup	348	3.00		
8	Desserts	288	2.00		
9	Tea	890	1.50		
10	Coffee	974	1.50		
11	Cold drinks	599	1.00		
12					
13	Total Sales	Leave B13 & C13 Blank!			
14	Averages				
15					
16					

2. Create a formula and use fill to display a total for each item in the Lunch Bar.
=B3*C3
3. Create a formula to calculate the total sales for the Lunch Bar. =sum(D3:D11)
4. Create a formula and use fill to calculate the Averages for columns B-D
=average(B3:B11).
5. Save as Exercise 5 in your Excel folder.
6. Merge and center the title. Highlight the **title** and insert a thick border around it. Add some shading, click "Cell Styles" and select "20% - Accent 1". Font size should be 16.
7. Sort the data by "Lunch Items" but **do not** include the blank line or the total/averages at the bottom.

BBT 9

8. Format the Spreadsheet (**highlight everything but the title**) using “Table Style Light 1”. Remove any information that appears in the blank row due to formatting. Change the font size of the spreadsheet to 12.
9. Ensure that headings over words are left aligned (even if they looked centered on the original), and headings over numbers are right aligned.
10. When formatting money columns, use the Accounting category with 2 decimal places. The number at the top of the column requires a \$ sign and any numbers in a Total row need \$ signs. (Highlight all money items and put in the \$ sign & appropriate decimal places. Then highlight the center rows and select no \$ sign.)
****Note: “Units Sold” is not money! However, you cannot sell part of a product so this has to be formatted as a “number” with “0” decimal places. Format the whole column as this using the comma separator.**
11. Adjust column widths and row height if necessary (to make table more visually pleasing).
12. Double underline Total row **and** the Average Row: Home, Cell Styles, Total
13. Center vertically and horizontally on the page by selecting Page Layout, Page Setup, Margins, and check the two boxes.
14. Under Page Layout, Page Setup, Header/Footer—Center Section
Header—Your Name
Assignment #
Footer—Current Date
15. Save and then print out the original. Use Ctrl + ~ to show formulas that were used. Print and don't save.

BBT 9**Basic Spreadsheet Concepts Exercise 6****Instructions**

1. Type in all text and numbers shown in the spreadsheet below. Use AutoFill to complete the months. (January-December)

Change "Dinning" to "Dining"

	A	B	C	D	E	F	G	H	I	J	K	L
1	Mike's Furniture Store											
2	Item	Lounge Suite	Dinning Room Suite	Bar Chair	Lazy Boy Chairs	Lamp Stand	Single Bed	Double Bed	Bedroom Dressers	Scotch Dressers	Coffee Table	Totals
3	January	5	7	12	15	3	6	10	12	4	2	
4	February	8	6	2	4	5	5	8	8	5	2	
5	March	4	9	5	7	9	9	9	15	7	5	
6	April	8	9	8	12	10	7	15	20	18	7	
7	May	10	10	4	15	12	8	12	16	21	11	
8	June	5	12	9	11	9	6	8	15	18	10	
9	July	12	12	6	8	9	12	10	14	14	8	
10	August	11	8	7	15	13	11	16	10	15	6	
11	September	14	9	12	12	15	18	23	26	13	15	
12	October	8	15	4	9	7	15	21	19	20	13	
13	November	13	14	9	13	12	16	24	30	24	18	
14	December	18	16	15	16	20	12	14	20	18	30	
15												
16	Totals											
17												

2. Create a formula and use fill to calculate total for each month along with the final total. =sum(B3:K3)
3. Create a formula and use fill to display a total for each item at the furniture store. =sum(B3:B14)
4. Save as Exercise 6 in your Excel folder.
5. Use Landscape Orientation (Page Layout, Orientation, Landscape).

BBT 9

6. Merge and center the title. Highlight the **title** and insert a thick border around it. Add some shading, click “Cell Styles” and select “20% - Accent 1”. Font size should be 16.
7. This spreadsheet is already in order by month so do not sort.
8. Format the Spreadsheet (**highlight everything but the title**) using “Table Style Light 1”. Remove any information that appears in the blank row due to formatting. Change the font size of the spreadsheet to 12.
9. Wrap the headings as shown on the original. You may have to decrease the width and increase the height to force the cell(s) to wrap.
10. Ensure that headings over words are left aligned, and headings over numbers are right aligned (even though they appear centered on the original).
11. Format all numbers with appropriate formats—Number category with zero decimal places. ****Note: None of these numbers are money!**
12. Adjust column widths and row height if necessary (to make table more visually pleasing).
13. Double underline Total row: Home, Cell Styles, Total
14. Center vertically and horizontally on the page by selecting Page Layout, Page Setup, Margins, and check the two boxes.
15. Under Page Layout, Page Setup, Header/Footer—Center Section
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16. Save and then print out the original. Use Ctrl + ~ to show formulas that were used. Print and don’t save.

BBT 9

Basic Spreadsheet Concepts Exercise 7

Instructions

1. Type in all text and numbers shown in the spreadsheet below.

	A	B	C	D	E	F
1	Weekly Income Schedule					
2	Date	Expenditure	Refund	Total Exp	Income	Profit \$
3	06-May	423.98	62		550	
4	13-May	598.12	67.73		780	
5	20-May	410.45	45		659.9	
6	27-May	499.1	33.75		653.98	
7	03-Jun	370.25	28.12		583	
8	10-Jun	440.8	56.25		589.12	
9	17-Jun	530.25	51.75		695.8	
10	24-Jun	490.55	96.75		663.6	
11						
12	Totals					
13						

2. Create a formula and use fill to calculate the Total Exp (Total Expenditure). =B3-C3
3. Create a formula and use fill to calculate the profit. =E3-D3
4. Create a formula and use fill to display a total for columns B-F. Use AutoSum.
5. Save as Exercise 7 in your Excel folder.
6. Merge and center the title. Highlight the **title** and insert a thick border around it. Add some shading, click "Cell Styles" and select "20% - Accent 1". Font size should be 16.
7. You do not have to sort this spreadsheet as it is in order by date already.

BBT 9

8. Format the Spreadsheet (**highlight everything but the title**) using “Table Style Light 1”. Remove any information that appears in the blank row due to formatting. Change the font size of the spreadsheet to 12.
9. Ensure that headings over words are left aligned, and headings over numbers are right aligned.
10. When formatting money columns, use the Accounting category with 2 decimal places. The number at the top of the column requires a \$ sign and any numbers in a Total row need \$ signs. (Highlight all money items and put in the \$ sign & appropriate decimal places. Then highlight the center rows and select no \$ sign.)
11. Adjust column widths and row height if necessary (to make table more visually pleasing).
12. Double underline Total row: Home, Cell Styles, Total
13. Center vertically and horizontally on the page by selecting Page Layout, Page Setup, Margins, and check the two boxes.
14. Under Page Layout, Page Setup, Header/Footer—Center Section
Header—Your Name
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15. Save and then print out the original. Use Ctrl + ~ to show formulas that were used. Print and don't save.