Microsoft Excel: Exercise 1

In this exercise:
- Understanding rows and columns
- Typing and editing text in a cell
- Formatting text in a cell
- Using the series fill handle

1. **Click** in the first cell. This is called cell A1 (because it is in row 1 and column A)

2. **Type** your first name. **See** how your name shows up in the cell and in the Formula bar.

3. Press the **ENTER** key. This will move the cursor to the cell below A1.

4. **Click** on cell A1 again to select it.

5. **Click** in the formula bar. **Click** after your first name. Now, **Type** your last name. You should always make changes in the formula bar. If you try to make changes in the cell you will type over what is already there.

6. Press the **ENTER** key. Now you are in cell A2

7. **Type** the words *Happy Birthday*. **See** that the words don’t quite fit in the box. Don’t worry about it. **See** that the text is also in the Formula bar.

8. **Press** the **ENTER** key. The cursor will move to the cell below it. Some of the text might be hidden, but it is not gone.
9. **Click** in cell A2 again, your text will return.

10. Now, **click** in cell B2.

11. **Type** the words *dear Andrew*.

12. **Click** in cell B2. **Click** in the formula bar and change *Andrew* to *Andrea*.

13. **Move the cursor** to the line between columns A and B. It should look like this:

14. **Click and drag** to make the column bigger.

15. Repeat this between columns B and C. You can resize rows the same way.

16. **Click** on the Undo button, or **Click and Drag** until the columns are back to the normal size.

17. **Place the cursor** between columns A and B. Now, **Double-click**, and the column will be as wide as the longest number or text in that column.

18. **Resize** column B the same way.

19. **Click and Drag** across the cells to select them. **Select** all the cells with text.

20. When the cells are selected, **Press** the **DELETE** key. Everything should be erased.

21. **Click** in cell A1 and **Type** *This is cell A1*

22. Use the **TAB** key to move to cell B1 and **Type** *This is cell B1*

23. Move into cell C1 and **Type** *This is cell C1*. 
24. Using your arrow keys, move into cell A2 and Type This is cell A2. Move into cell B2 and Type This is cell B2, move into cell C2 and Type This is cell C2.

25. Select all of the text and change the font to Times New Roman 14 pt. Bold the text.

26. Double-click between the column labels to resize all the columns.

27. In cell A8, Type January. Look for a little black square in the lower right corner of the cell. This is called the fill handle. Carefully move your cursor over the fill handle. Your cursor should change from the select mode (white cross) to a small black cross ( autofill cursor).

28. Click on the fill handle and drag it down to A19.

29. You will see the 12 months of the year in column A.

30. Click in cell B8 and Type the word Monday.

31. Drag the black box called the fill handle down to B14. You will see the seven days of the week in column B.

32. Click in cell C8 and Type the date 10/10/01. Use the fill handle to add the dates that come after it.

36. Save this file to your disk. Name it Excel 1. Make a new folder on your disk to put all your Excel documents in. If you don’t know how, Ask your teacher.
Microsoft Excel: Exercise 2

In this exercise:
- Moving from one cell to another
- Entering information in cells
- Removing a hyperlink
- Center and merge
- Sort ascending
- Deleting a row or column

1. **Open** a new Excel workbook.

2. In cell A1 **Type** *Training for Employable Computer Skills*. **Press** the ENTER key.

3. In cell A2 **Type** *May-July 2001*. **Press** the ENTER key.

4. In cell A3 **Type** the words *Last Name*. **Press** the TAB key to move to the next cell.

5. In cell B3 **Type** the words *First Name*. **Press** the TAB key to move to the next cell.
6. In cell C3 **Type** *E-Mail*.

**Check your work.** Your document should look like this:

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Training for Employable Computer Skills</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>May - July 2001</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Last Name: First Name: E-Mail</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

7. Now imagine that you have been asked to make a list of student e-mail addresses for another computer class. **Type** the names below into the cells on your screen. Don’t worry if some of what you have typed is hidden. You will fix it later. If you need to edit, make changes in the formula bar.

   To make @ (called the AT sign) press Shift and the 2-key

   To make _ (called the UNDERSCORE) press Shift and the – (subtraction) key

**8. Practice the first one:**

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>E-Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gardner</td>
<td>Leslie</td>
<td><a href="mailto:leslie__gardner@hotmail.com">leslie__gardner@hotmail.com</a></td>
</tr>
</tbody>
</table>

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**Click in cell A1**

**Type the name**

If you make a mistake, fix it in the formula bar

Press the Tab key to move to the next cell
Now **Type** the names below in your spreadsheet.

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>E-Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kebber</td>
<td>Rachelle</td>
<td><a href="mailto:rachellek@yahoo.com">rachellek@yahoo.com</a></td>
</tr>
<tr>
<td>Hussein</td>
<td>Rahima</td>
<td><a href="mailto:Rahimahussein1@hotmail.com">Rahimahussein1@hotmail.com</a></td>
</tr>
<tr>
<td>Hussein</td>
<td>Abduljabar</td>
<td><a href="mailto:abduljabar8@hotmail.com">abduljabar8@hotmail.com</a></td>
</tr>
<tr>
<td>Ali</td>
<td>Fakiha</td>
<td><a href="mailto:Fakihaa3@hotmail.com">Fakihaa3@hotmail.com</a></td>
</tr>
<tr>
<td>Moua</td>
<td>Xiong</td>
<td><a href="mailto:Moua_Xiong@hotmail.com">Moua_Xiong@hotmail.com</a></td>
</tr>
<tr>
<td>Teferi</td>
<td>Tsige</td>
<td><a href="mailto:ts_teferi@hotmail.com">ts_teferi@hotmail.com</a></td>
</tr>
<tr>
<td>Gomez</td>
<td>Mario</td>
<td><a href="mailto:gomezm_2002@hotmail.com">gomezm_2002@hotmail.com</a></td>
</tr>
<tr>
<td>Belew</td>
<td>Mulugeta</td>
<td><a href="mailto:mulugetahbelew@hotmail.com">mulugetahbelew@hotmail.com</a></td>
</tr>
<tr>
<td>Brown</td>
<td>John</td>
<td><a href="mailto:Browner5@yahoo.com">Browner5@yahoo.com</a></td>
</tr>
<tr>
<td>Mohamed</td>
<td>Abdullahi</td>
<td><a href="mailto:mabenzi_299@hotmail.com">mabenzi_299@hotmail.com</a></td>
</tr>
<tr>
<td>Kifleyesus</td>
<td>Selamawit</td>
<td><a href="mailto:Skifleyesus1863@hotmail.com">Skifleyesus1863@hotmail.com</a></td>
</tr>
<tr>
<td>Asfaw</td>
<td>Tsehay</td>
<td><a href="mailto:tsehayasfaw@hotmail.com">tsehayasfaw@hotmail.com</a></td>
</tr>
</tbody>
</table>

9. **See** that some of the e-mail addresses are blue and underlined. That means that it is a hyperlink. If you click on it you will open an e-mail program. Microsoft Excel has automatically created this hyperlink. **Follow the directions** to get rid of the hyperlink.

10. Now **Repeat** the last step to remove all of the hyperlinks.
11. **Check your work.** Make sure that you have spelled EVERYTHING correctly. An e-mail address will not work correctly if there is a mistake in it. There should be no spaces in the e-mail addresses.

12. **Click** in cell A1 and make the text **Bold**.


14. **Highlight** cells A1-G1. **Place the cursor** in the middle of cell A1 **Click and Drag** over to G1.

15. **Click** on the **center and merge** button located in your toolbar. **Merge and Center** changes many cells into one cell. Excel will also center the text in the middle of this merged cell.

16. **Highlight** cells A2 to G2 and **Click** on the **center and merge** button.

17. **Double click** on the line between the labels for Column A and B. Excel will automatically re-size the column to fit the text.

18. **Repeat** the same thing between column B and C, and C and D.

19. To make the column size even bigger, **Click and drag** each border to the right until it says 125 pixels above the cursor.

20. **Bold** the titles in cell A3.

21. **Highlight** a block of cells starting at cell A4 and dragging over and down to cell D17.

22. **Click** on the **Sort Ascending** button. See how the names are in order from A to Z now.

23. **Delete** the Rachelle Kebber entry since she is no longer in the class. **Click** on the row number on the left of the screen. When you click on it, it will highlight the whole row.
24. Now, **Right-click** on this row. A menu will appear. **Click** on **DELETE**. Excel will delete row you selected and move the other rows up.

25. **Click** on **FILE**. **Click** on **PRINT PREVIEW**. **Check your work**.

26. **Save** this file on your disk.
Microsoft Excel: Exercise 3

1. Open a new Book. Click in cell A1

2. Type Monthly Budget for Summer 2003

3. Press the down arrow key.

4. Type INCOME.
5. Click in cell C2.

6. Type **EXPENSES**.

7. Click in cell A3.

8. Type **Paycheck**.
9. Click in cell A4.

10. Type *Newspaper Delivery Pay*.

11. Click in cell A5.

12. Type *Lawnmowing Pay*.

13. In cell B3, type 549.

14. In cell B4, type 123.

15. In cell B5, type 246.
16. In cell C3, type Rent.

17 In cell C4, type Phone Bill.

18. In cell C5, type Utilities.

19. In cell C6, type New Clothes.

20. In cell C7, type Buss Pass.

21. In cell C8, type Health Insurance.
22. In cell C9, type *Groceries.*

23. In cell C10, type *Savings.*

24. In cell C11, type *Spending Money.*

25. Type these numbers in the correct cells.

- Cell D3: 350
- Cell D4: 30
- Cell D5: 50
- Cell D6: 50
- Cell D7: 75
- Cell D8: 65
- Cell D9: 80
- Cell D10: 35

27. Change the font.

28. Change the font size to 16.


30. Click on the CENTER and MERGE button.
31. Highlight cells C2 to D2.

32. Click on the CENTER and MERGE button.

33. Highlight cells A1 to F1.

34. Click on the CENTER and MERGE button.
35. Double-click between columns A and B.

36. Double-click between columns C and D.

37. Click on the B at the top of the column.

38. Hold the Ctrl key.

39. Click on the D at the top of the column.
40. Click on the CURRENCY button.

41. Click in cell A6.

42. Type Total Income.

43. Click on the BOLD button.
44. Click in cell C12.

45. Type *Total Expenses*.

46. Click on the **BOLD** button.

47. Click in cell B6.

48. Click on the **AUTO SUM** button.

49. **Press** the **ENTER** key.

50. **Press** the **ENTER** key.
54. Click in cell D12.

51. Click on the AUTO SUM button.

Make sure all the numbers in column D are highlighted.

52. Press the ENTER key.
53. Click on cell D10.

54. Click on the INSERT menu

55. Click on ROWS.

Now there is an extra row.
56. Click in cell C10.

57. Type **Child Care**.

58. In cell D10, type **150**.

59. Press the ENTER key.

60. Click on cell C12.

61. Move the cursor until it looks like a white arrow.
62. Click and Drag to cell C15.

63. Click in cell D15.

64. Type exactly = (B6-D13)

See the colored cells. These are the numbers the computer will subtract.

If you don’t see colored cells, ask your teacher for help.
65. **Press** the **ENTER** key.

66. **Save** this exercise on your disk.