

CWS

community workshop series

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MICROSOFT EXCEL EXERCISES

Getting Started

From the computer desktop, double click on the MS Excel icon.

Or go to the Start menu → Programs → Microsoft Excel (it may be located in a folder called Microsoft Office).

Excel will open as a blank spreadsheet called “Book 1.”

The first exercise may be familiar to you, but is here to help you get comfortable with Excel. If you have any questions throughout these practice exercises, let one of the volunteers know.

Exercise 1: Your Checkbook

Step 1: Enter the following information

	A	B	C	D	E
1	Check No.	Date	Description	Amount Debit	Amount Credit
2		3/21/2009	ATM	\$20.50	
3	1132	3/18/2009	Bell South	\$41.22	
4		3/1/2009	Deposit		\$87.43
5	1123	3/7/2009	Duke Energy	\$45.65	
6	1134	3/21/2009	OWASA	\$45.98	
7		3/25/2009	Pizza	\$22.43	
8		3/22/2009	Top of the Hill	\$65.34	
9		3/4/2009	Transfer Balance		\$230.43
10	1131	3/31/2009	Whole Foods	\$34.99	

Step 2: Formatting

If you’ve noticed by now, not all of the text will appear in the cell. To fix this issue, place your arrow between columns until you see the arrow change to the match the image to the right. Clicking and dragging will allow you to expand or shrink each column. This also applies to rows.

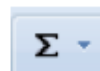


You may also notice MS Excel does not automatically recognize different types of numbers such as currency or dates. To format the last two columns, click and drag to highlight cells D2 through E10. Then right click and select “Format Cells.” On the menu that pops up, select Number → Currency (to the left) → OK. This process can also be done for column B (dates). Here’s an example of what the popup menu might look like:



Step 3: Balancing your checkbook

Now you’ll want to figure out your totals for the month of March 2009. First click and drag the arrow over cells D2 through D10 to select them. Then click on the AutoSum icon (shown to the right) to automatically add the amounts in your Debit column.



The Credit column can be a bit trickier since using AutoSum will not line up the total with that of the Debit column. Instead, you can manually enter the formula in the Equation Editor (shown below).



To enter an equation manually, select cell E11 then click inside the Equation Editor and type the following equation: =SUM(E4,E9). Hit Enter and Excel automatically provides the sum of your Credit column.

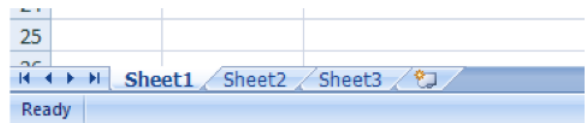
You may notice an error message or a small tag in the corner of cell D11. This is because the formula includes some empty cells. This should not be a problem for a sum as simple as the one being performed, but is important to note if you decide to do more complicated formulas in the future.

To find out your final income for the month of March, click on cell F11 then click inside the Equation Editor and input the following equation: =(E11-D11). Hitting enter will subtract the total in cell D11 from the total in cell E11.

Step 4: More Practice

Try entering your own checkbook information into a new spreadsheet and balance it using the above steps.

Note: You can input each month’s information on a separate spreadsheet if you wish. When you start a new spreadsheet, you automatically have 3 sheets created like in the picture on the right. If you click on the icon to the right of Sheet 3, you can add more sheets. These can also be renamed by double clicking.



Exercise 2: Mrs. Jenkin's Grade Sheet

In a new Blank Workbook, follow the instructions below.

Step 1: Enter the following information and format as you see fit.

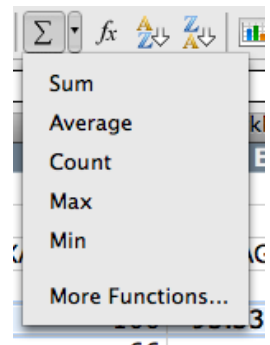
Mrs. Jenkin's Class				
Student Name	Exam #1	Exam #2	Exam #3	Average
Tommy	87	93	99	
Billy	75	0	66	
Susie	97	84	65	
Sally	100	100	70	

Step 2: Averaging Tommy's Tests

Select cells B3 through D3 then click on the down arrow next to the AutoSum symbol until you are given a menu (shown to the above right). Select Average from the menu.

Or you can use the Equation Editor on cell E3 to find the Average of Tommy's tests. Your equation should look like this: =AVERAGE(B3:D3).

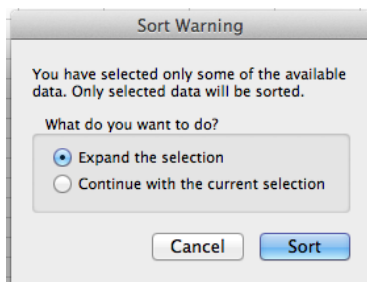
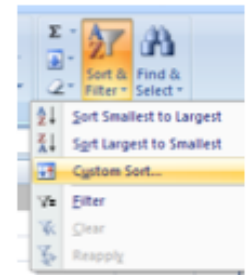
Repeat these steps for the rest of the class.



Step 3: Sorting the results

Since Mrs. Jenkin's likes to hand out prizes to her best student, you'll want to make her job easier by putting the students' Averages in order from highest to lowest.

To start select the cells in the Average column. Then select the Sort & Filter button under the Editing group. From the drop down menu, click on Sort Largest to Smallest (as shown to the bottom right).



Once you have selected this option, a warning might pop up regarding the data you have selected. You will want to choose "Expand the selection" as in the image to the left.

Exercise 3: Mike's Fruit Stand

In a new Blank Workbook, follow the instructions below.

Step 1: Enter the following information into a new spreadsheet:

	A	B	C	D	E	F
1	Mike's Fruit Stand: Sales 2011					
2	Fruit	January	February	March	April	Year to Date
3	Apples	\$358.00	\$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	Total					

Format the cells as you see fit.

Step 2: Calculate the total sales for each month

Use AutoSum or the Equation Editor. The equation for January could look like this:
=SUM(B3:B8).

Step 3: Calculate the total for each type of fruit over the year

You will want to follow the same procedure as in Step 2. The equation for Apples could look like this: =SUM(B3:E3).

Step 4: Creating a chart

From the ribbon, go to the Insert menu. Here you will see lots of options to create various graphs from the information in your spreadsheet.

First you'll want to select the information you want to display in a graph. For this exercise, select cells A2 through B8 (the list of fruits and their sales totals for January). Select the type of graph you want to create from the list in the Insert ribbon options. Below is an example of what your graph could look like:

