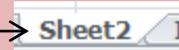# Exercise: Insert New Blank Worksheet

Goal: Insert a new blank worksheet and then rename it

1) Select "Insert" from the Cells menu on the Home tab

2) Choose "Insert Sheet" from the drop-down menu

3) Double click on the new sheet's name tab to highlight it
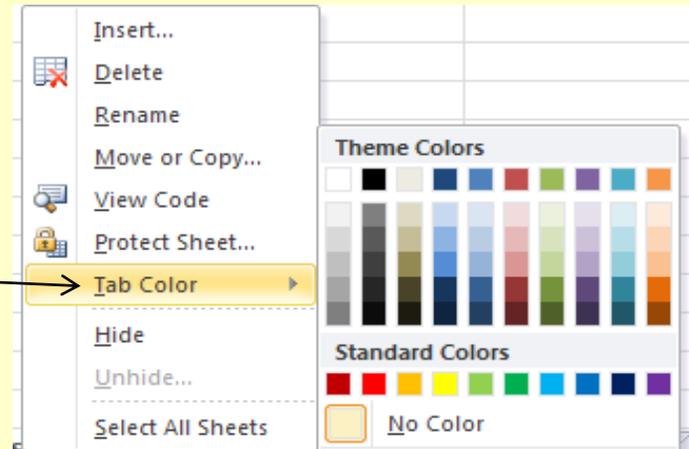
4) Rename it by typing "I Luv Excel"

Exercise: Custom Tab Colors

Goal: Change the color of the **TabColors** tab to red:

1) Right-click on the **TabColors** tab
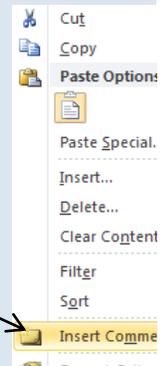
2) Select **Tab Color…**

3) Click on the color red

Exercise: Insert Comments

Goal: Add a comment to cell **B18**:

1) Right-click on cell **B18**, then select **Insert Comment**

2) Type the following comment into the comment box: Starring Bill Murray

3) Click away from the comments box to finish

| Cut |
| Copy |
| Paste Options |
| Paste Special. |
| Insert... |
| Delete... |
| Clear Content |
| Filter |
| Sort |
| Insert Comme |

Top Ten Best Movies Ever

10	Caddyshack
9	Appocalypse Now
8	Young Frankenstein
7	Ghost Busters
6	Star Wars Episode V
5	Alien
4	The Life of Brian
3	Blade Runner
2	The Big Lebowski
1	Pee Wee's Big Adventure

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Exercise: Merge Cells

Goal: Merge four adjacent cells; **A12** through **B13**

1) Highlight cells **A12** through **B13**

2) Click on the **Merge and Center** button on the Ribbon's Home Tab

Note: You cannot merge cells if there is data inside a cell (except for the fi

Office Budget 200-2011	
Item	**Cost**
Uilities	400
Paper	100
Coffee	300
Fed Ex	150
Total	950

irst).

Exercise: Format the table below for readability

1) Make the title "Monthly Household Budget" bold

2) Merge cells A20 and B20

3) Change the font size for all text to "12", change the font to "Verdana"

4) Make a border around the cells from A23 through B29

5) Fill cells A22 and B22 light blue

6) Make the text in cells A22 and B22 bold

7) Format the numbers in cells B23 through B29 to display as currency $

8) Change the font color in cell B29 to red

Monthly Household Budget

Bill	Cost
Rent	1000
Utilities	125
Cell Phone	70
Cable	90
Car Payment	140
Food + Misc	400
Total	1825

Charts and Graphs

Goal: Create a chart from the table below

1) Highlight the range of data, including the header titles; cells **A13** thru **B26**

2) Choose the Insert tab on the Ribbon

3) Select an appropriate chart type.

| Column | Line | Pie | Bar | Area | Sc... |

Charts
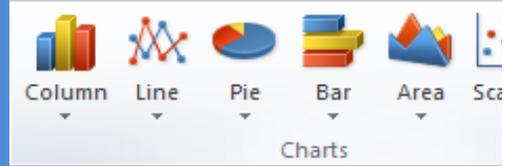
DOW Jones 2008	
Month	**Average**
January	13,056
February	12,743
March	12,266
April	12,654
May	13,010
June	12,503
July	11,382
August	11,326
September	11,543
October	10,831
November	9,319
December	8528

atter

Other
Charts

Formulas & Functions

Goal: create formulas to calculate the **total** number of calories consumed each day and the **average** number of calories consumed per day

Hint: create each formula just once then copy and paste it into each cell

Weekly Calorie Counter

|	Breakfast	Lunch	Dinner	Dessert/Snacks	Total Calories
Monday	500	678	803	663	
Tuesday	132	549	900	500	
Wednesday	220	1200	816	398	
Thursday	330	450	658	460	
Friday	190	530	1100	725	
Averages					

Multi-Level Data Sort

Goal: Sort data in the table below by **Last Name, First Name and Zip**

1) Highlight the table below (including the heading titles); cells **A17** th

2) Click the **Data tab on the Ribbon**, and then select **Sort**
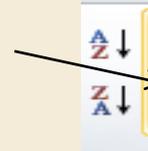
3) Choose sorting options:
***Sort By**: "Last Name", **Sort On**: "Values", **Order** "A-Z"

4) Click **Okay** to finish

5) For more practice re-sort the list by **Zip Code**

First Name	Last Name	Zip Code
Dean	Moriarty	90027
Bob	Dobolina	90046
Bonita	Applebaum	90069
Brenda	Walsh	90210
Brandon	Walsh	90210
Todd	Flanders	91941
Vernita	Green	90069
Ignatius	Reilly	90048
CJ	Parker	90401
Mitch	Buchannon	90401
Ralph	Wiggums	90027
Jenny	Jones	90028
Heather	Chandler	90068
Elaine	Benes	90425
Holden	Caulfield	90034
Carmen	Sandiego	90017
Bob	Dobolina	99999
Zooey	Glass	90219

Code

ru C35

Sort

Fi
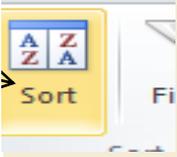
Protect a Range of Cells

Goal: Permit editing only in cells B**14** to **B16** in the table below

1) Highlight cells B**14** thru **B16**
2) Click "Format" on the "Cells" Menu of the Home tab, select **Protect** S
3) Make sure the box reading "Select Unlocked Cells" is checked
4) Make sure the top box (Protect worksheet) is checked
Click **OK** to finish

Auto Loan Payment Calculator			
Loan Amount	Interest Rate	Loan Period	Monthly Payment
$ 10,000.00	8%	36	$313
$ 15,000.00	11%	48	$387
$ 25,000.00	5%	60	$471

Sheet

Linking Cells

Goal: link data from a cell in another worksheet.

1) Right-click on the cell you want to link to (For example 1 this would be

2) Choose "copy" from the pop up menu.

3) Right-click on the destination cell and choose "Paste Link".

Worksheet Name	Cell	
Comments	B24	
Charts	B16	
Data Sort	C 33	

Extra Credit:

Use the total =of your monthly expenses from the formatting worksheet (cell B29) to ca

*Savings is = Income - Total Bills

Income	2000
Total Expenses	
Savings	

324 on the Comments tab)

Data

alculate your savings