

# Excel Tour 1- Excel Basics

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## References if Needed

Here is a good website to learn more about Excel if you need extra help with these assignments. GCFLearnFree.org lessons 1 – 6 (appropriate sections) <http://www.gcflearnfree.org/excel2013>

## Part1 – The Basics

### Skills

- Creating a new workbook
- Entering data into a spreadsheet
- Resizing columns to show all contents
- Saving a spreadsheet
- Printing a spreadsheet

### Assignment

1. Start Excel to create a new workbook. (Lesson 1:1, 2, 5, 6 from the website above covers this skill if you need help. For the rest of the lab assignment the corresponding lesson from the website that will help with that step will be listed in parenthesis. You may use the website if you need to learn more about a particular skill.) There may be an icon on the desktop for Excel or you can also start it from the main Start menu icon in the bottom left.
2. Save the workbook file with the name *Excel1YourName* (See Lesson 5:2). You *do not* need to type in the file extension. It will use .xlsx by default.
3. Enter the following information in cells A1 – C9. Replace *yourname* with your first and last name.

Name	Genre	Number of Songs
J Smith	Blues	50
B Doe	Country	110
S Spade	Country	200
F Zappa	Blues	1400
F Zappa	Alternative	2300
J Smith	Alternative	150
B Doe	Blues	75
yourname	Blues	800

4. Ensure that all the information is visible within the column boundaries. This will require you to resize columns. (One way to resize the column is to hover your mouse between the letter column headers (**A** and **B**) until your cursor looks like an arrow pointing left and right, then simply double click.) (Lesson 2:11,2)

Your spreadsheet will look as follows in Excel.

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	A	B	C
1	Name	Genre	Number of Songs
2	J Smith	Blues	50
3	B Doe	Country	110
4	S Spade	Country	200
5	F Zappa	Blues	1400
6	F Zappa	Alternative	2300
7	J Smith	Alternative	150
8	B Doe	Blues	75
9	yourname	Blues	800

Your spreadsheet should look as follows (no borders will show when it's printed, this is the default setting and it can be changed)

Name	Genre	Number of Songs
J Smith	Blues	50
B Doe	Country	110
S Spade	Country	200
F Zappa	Blues	1400
F Zappa	Alternative	2300
J Smith	Alternative	150
B Doe	Blues	75
yourname	Blues	800

## Part 2 – Basic Formatting and Spreadsheet Manipulation

### *Skills*

1. Add rows and columns to an existing spreadsheet
2. Reformat data (center, comma and currency styles, bold, text color)
3. Work with a simple formula (product) and function (sum)

### *Assignment*

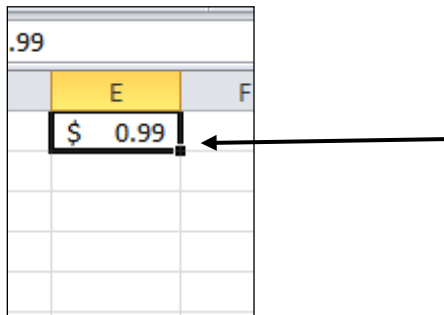
1. Open the workbook you created in Part One, if it is not already.
2. As shown below: (Lesson 2: 4,5)
  - a. To enter new rows or columns, simply click on the row or column header to select the whole row or column. Then right click with the mouse and choose insert.
  - b. Add a new row for "S Spade" with the data that's shown below (between the original rows 7 and 8).

	A	B	C	D
1	Name	Male/Female	Genre	Number of Songs
2	J Smith	F	Blues	50
3	B Doe	M	Country	110
4	S Spade	F	Country	200
5	F Zappa	M	Blues	1400
6	F Zappa	M	Alternative	2300
7	J Smith	F	Alternative	150
8	S Spade	F	Blues	1000
9	B Doe	M	Blues	75
9	yourname	M	Blues	800

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- c. Add a column for gender and the data as shown below (between the original columns A and B). Enter the appropriate gender for yourself in the last row.
3. Center the data in columns B and C. Do this by selecting the whole column and click the center icon on the ribbon. (Lesson 4:4)
4. Bold the data in row 1, the column headings (ensure that the data all remains visible within the column boundaries). (Lesson 4:4)
5. Change the font color for row 1 to Blue. (Lesson 4:3)
6. Change the format of the data in column D to comma style (no decimal places showing). There is an icon on the home tab that sets it to comma style easily.
7. Add two new column labels to the right of the current columns: **Unit Price** and **Total Cost**. (They will be in columns E and F.) These two columns of data should be currency type so that the dollar sign is shown. (Lesson 4:5). There is an icon to quickly format the selected column as currency type.
8. All tunes are \$0.99, so enter that value for all rows in Column E. You can copy quickly by using the **AutoFill** handle and drag that amount down. When you hover your mouse over the tiny square in the bottom right hand corner of the active cell, your mouse shape will become a skinny plus sign, and you can click and drag that cell to make a copy.



9. Calculate Total Cost (column F) as *column D times Column E*. You will type in a formula like this into cell F2: **=D2\*E2** (Be sure to begin the formula with an equal sign)(Lesson 6:2, 3, 4, 5)
10. Use the AutoFill (skinny plus sign) again to copy the formula down column F1 down to F10. Double check the picture below to make sure yours has the correct values
11. Add a border to all of the cells (A1-f10) using the Borders tool in the Fonts group on the Home Tab. (Lesson 4:3)
12. Change the page layout to landscape. (Lesson 8:4) Do this by clicking the Page Layout tab on the ribbon and then to Orientation to Landscape.
13. Save the file.
14. Click in cell F11 and Use the sum function or the shortcut icon that looks like **Σ** to get the total of the Total Cost column. (Lesson 10:2)
15. Ensure that the data is all visible within the column boundaries. Make the columns wider if needed.
16. Save the workbook.
17. Submit your *Excel1YourName.xlsx* file to the "MS Excel I" D2L dropbox at [elearn.mtsu.edu](http://elearn.mtsu.edu).  
Late submissions **will be ignored**. If you re-submit an assignment, only the latest resubmission will be graded.

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Your final spreadsheet should look like the following:

Name	Male/Female	Genre	Number of Songs	Unit Price	Total Cost
J Smith	F	Blues	50	\$ 0.99	\$ 49.50
B Doe	M	Country	110	\$ 0.99	\$ 108.90
S Spade	F	Country	200	\$ 0.99	\$ 198.00
F Zappa	M	Blues	1,400	\$ 0.99	\$ 1,386.00
F Zappa	M	Alternative	2,300	\$ 0.99	\$ 2,277.00
S Spade	F	Blues	1,000	\$ 0.99	\$ 990.00
J Smith	F	Alternative	150	\$ 0.99	\$ 148.50
B Doe	M	Blues	75	\$ 0.99	\$ 74.25
yourname	M	Blues	800	\$ 0.99	\$ 792.00
					\$ 6,024.15