Excel Lab 2- Formatting & Multiple Spreadsheets

References if Needed

- GCFLearnFree.org lessons: http://www.gcflearnfree.org/excel2013

Assignment 2 – Worksheet Formatting and Usage

Skills

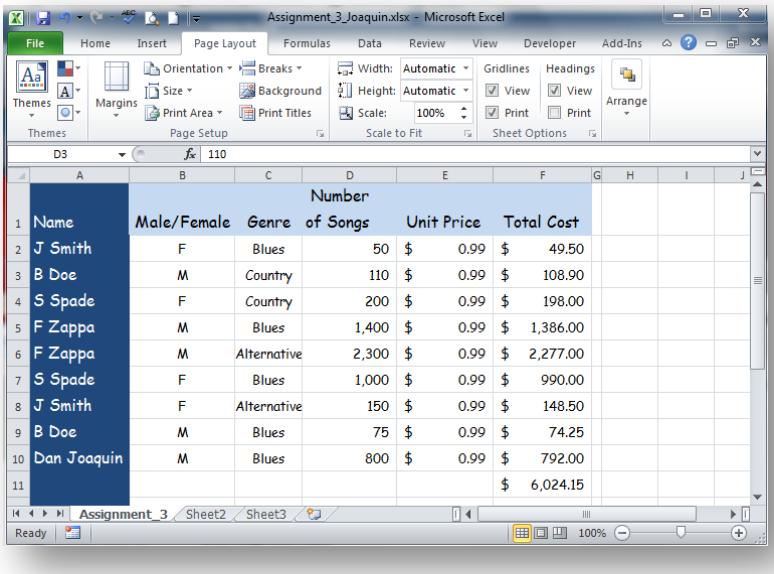
- Selecting columns, rows and ranges
- Changing font size, color and cell fill
- Setting Print Area
- Sheet options
  - Grid
  - Headers and footers
  - Repeating header row
- Multiple sheets
  - Copy/Move
  - Tab names
  - Rearranging tabs
- Linked sheets
- Printing multiple worksheets

Assignment

Part 1 - Formatting

1. Download the following Excel spreadsheet and save it as excelTour2-YourName.xlsx: https://www.cs.mtsu.edu/~hcarroll/1150/tours/msOffice/excelTour2.xlsx
2. Change the name in the last record from *Joaquin* to your *first name* and *last* name.
3. Select the entire column A by clicking on the A column heading and change:
   a. Font to Comic Sans MS
   b. Font size to 12
   c. Fill color to Dark Blue, Text 2 (This is the paint bucket icon, hover the mouse over each color)
   d. Font color to White, Background 1
4. Change row 1 columns B through F as follows (select cells B1 through F1):
   a. Font to Comic Sans MS
   b. Font Size to 12
   c. Fill color to "Dark Blue, Text 2, Lighter 80%"
5. Split the title "Number of Songs" so that "Number" and "of Songs" appears on two lines (not two rows). Hint: With the cursor at the end of the word "Number", hold down the ALT key and press the enter key. For Mac users, press CTRL, Command and Enter together.
6. Change cells B2 through F11 to:
   a. Font to Comic Sans MS
   b. Font size 10
7. Ensure all of the headings are fully visible; make each column wider if needed.
8. Go to the Page Layout tab, Page Setup, Sheet and select Gridlines (this provides a grid overlay for the active cells when the sheet is printed.

9. Save your workbook



	Name	Male/Female	Genre	Number of Songs	Unit Price	Total Cost
2	J Smith	F	Blues	50	$ 0.99	$ 49.50
3	B Doe	M	Country	110	$ 0.99	$ 108.90
4	S Spade	F	Country	200	$ 0.99	$ 198.00
5	F Zappa	M	Blues	1,400	$ 0.99	$ 1,386.00
6	F Zappa	M	Alternative	2,300	$ 0.99	$ 2,277.00
7	S Spade	F	Blues	1,000	$ 0.99	$ 990.00
8	J Smith	F	Alternative	150	$ 0.99	$ 148.50
9	B Doe	M	Blues	75	$ 0.99	$ 74.25
10	Dan Joaquin	M	Blues	800	$ 0.99	$ 792.00
11						$ 6,024.15

Part 2 – Multiple Worksheets in a Workbook

You will create a new worksheet that starts off as a copy of the worksheet you were just working on.

1. Right mouse click the *Sheet1* tab in the tab list at the bottom left of the workbook window.
2. Select Move or Copy, select Create Copy and hit OK.
3. Rename the tab you just created to the name *Copied* by right clicking the mouse on the new tab and selecting Rename.
4. Move that tab to the right of the Sheet1 tab by left clicking the tab and holding it while dragging the tab to the right.
5. Go to the Copied worksheet.
6. Resize any columns as needed so that all the information is visible in all of the cells.
7. Delete the Gender column (column B), be sure the whole column is gone so that the other columns shift over one to the left.
8. Delete row 11 (where the total is currently calculated).
9. Save your workbook.
10. Note that no change was made to the original Sheet1 worksheet.

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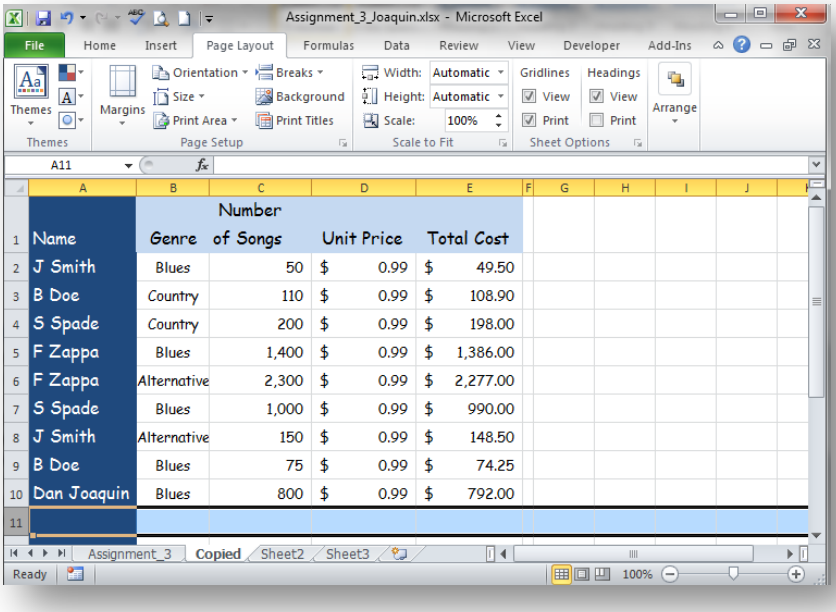

Part 3 – Linking Worksheets

You will create a new worksheet in the workbook that is a linked copy of the Sheet1 worksheet. The advantage of this is that any changes made to the original will be cloned to the linked copy.

1. Go to the Sheet1 worksheet.
2. Select A1 – A10 and C1 through F10. You do this by selecting the first range (A1 – A10) then holding the CTRL key while you select the C1 through F10 range.
3. Right mouse click and select Copy.
4. Go to the Sheet2 worksheet within the workbook (it should be empty).
5. Select cell A1.
6. Right mouse click and select *Paste Options*, Link (the rightmost visible option (shows a chain)).
7. Change the tab name for this worksheet to Linked.
8. Resize the columns so that all the data appears.
9. Go to the Page Layout tab, Page Setup, Sheet and select Gridlines (this provides a grid overlay for the active cells when the sheet is printed).
10. Save the workbook.
11. Go to the Sheet1 worksheet and add in your middle initial (or add an exclamation mark after your last name).

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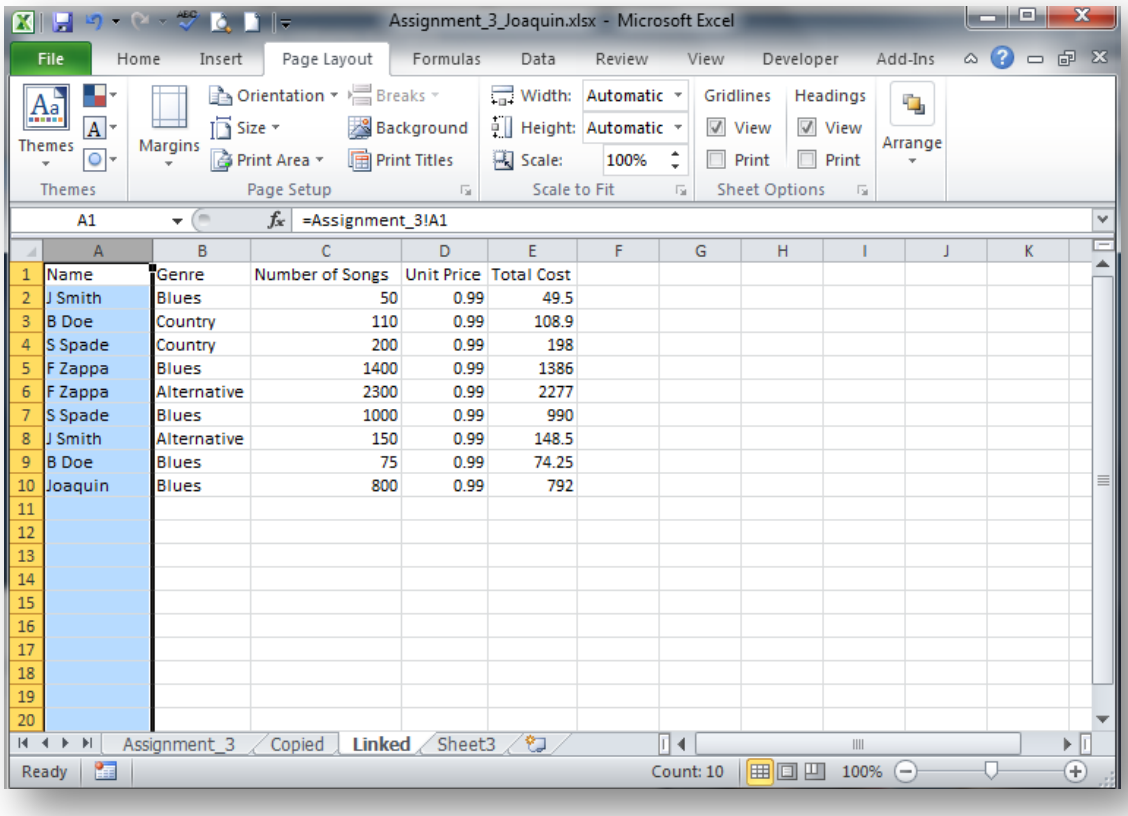

	A	B	C	D	E
1	Name	Genre	Number of Songs	Unit Price	Total Cost
2	J Smith	Blues	50	0.99	49.5
3	B Doe	Country	110	0.99	108.9
4	S Spade	Country	200	0.99	198
5	F Zappa	Blues	1400	0.99	1386
6	F Zappa	Alternative	2300	0.99	2277
7	S Spade	Blues	1000	0.99	990
8	J Smith	Alternative	150	0.99	148.5
9	B Doe	Blues	75	0.99	74.25
10	Joaquin	Blues	800	0.99	792

12. Go to the Linked worksheet and you'll notice that your name has been changed there as well. If it did not change you did not link them (so start this section over again).
13. Save the workbook.
14. Close Excel.
15. Submit your e*xcelTour2YourName.xlsx* file to the "MS Excel II" D2L dropbox at elearn.mtsu.edu.
    Late submissions **will be ignored**. If you re-submit an assignment, only the latest resubmission will be graded.