



# **Excel 2002 Exercise #1 Creating a Worksheet**

**June 6, 2003**



Alternative Format Statement

This publication is available in alternative media upon request.

Statement of Non-discrimination

The Pennsylvania State University is committed to the policy that all persons shall have equal access to programs, facilities, admission, and employment without regard to personal characteristics not related to ability, performance, or qualifications as determined by University policy or by state or federal authorities. The Pennsylvania State University does not discriminate against any person because of age, ancestry, color, disability or handicap, national origin, race, religious creed, sex, sexual orientation, or veteran status. Direct all inquiries regarding the nondiscrimination policy to the Affirmative Action Director, The Pennsylvania State University, 201 Willard Building, University Park, PA 16802-2801; tel. (814) 865-4700; TDD (814) 863-1150.

**Permission to copy all or part of this document is granted provided that the copies are not made or distributed for direct commercial advantage. In addition, any duplicated materials must be attributed to the Penn State Behrend Computer Center and include this credit notice. Direct any questions or requests to:**

**Multimedia & Computer Support Specialist  
Penn State Behrend  
Computer Center  
Station Road  
Erie, PA 16563-1201**

**814-898-6250  
ddz@psu.edu**

## Exercise 1 - Creating an Excel Worksheet

### Enter Data into Worksheet

Follow the instructions below to create the worksheet as shown in Figure 1. Helpful hints are indicated by the raised hand (👤).

1. Start Excel.
2. In cell A1, type your first and last name.
3. In cell A2, type the text:  
Creating a Spreadsheet
4. In cell A3, type the text:  
Exercise #1
5. In cell A4, enter the system date and time.  
👤 To enter the system date, press the Ctrl and ; (semi-colon) keys at the same time.  
👤 To enter the system time, press the Ctrl, Shift, and : (colon) keys at the same time.
6. Edit cell A4 so that the date and time are separated by a space, hyphen, and another space.

### Save the Worksheet & Enter Data

7. Save your worksheet to the disk in drive A with the name of: create-1.xls  
👤 Be sure to save your file frequently as you work through this exercise.  
👤 Bring this disk and file with you to the next seminar.
8. For the remainder of the worksheet, type the information in the proper cell locations as shown in Figure 1.
9. Save your worksheet again.

### Format Cells

10. Format the range B8:E15 with the number format of 0.00.  
👤 Select the range. Then select **Format/Cells** from the menu. Click the Number tab. In the Category box, click on the option for Number. In the Decimal Places box, type the number 2.

Figure 1

	A	B	C	D	E	F	G
1	First Name Last Name						
2	Creating a Spreadsheet						
3	Exercise #1						
4	5/13/97 - 2:39 PM						
5							
6	Monthly Office Expenses						
7		Rent	Utilities	Supplies	Total by Office		
8	Seattle	675	600	780			
9	Atlanta	235.25	325.76	363.49			
10	Boston	160.45	170.57	453.21			
11	Total						
12							
13	Highest						
14							
15	Lowest						
16							

## Exercise 1 - Creating an Excel Worksheet

### Insert & Copy Formulas/Functions

- In cell B11, type a function to compute the totals for the range B8:B10.
  - Don't forget to type an equal sign (=) to indicate a formula or function.  
Example: =SUM(B8:B10)
- Copy the formula in cell B11 to the range C11:D11.
  - Use the fill handle to copy the formula. The fill handle, in the shape of a thin crosshair (i.e. +), appears when you move the mouse pointer over the bottom, left corner of a cell.
- Save your worksheet.
- In cell B13, use a function to find the highest cost for the range B8:B10.
  - Use the Insert Function wizard to select the MAX function. (Select a category, either Statistical or All, to find this function. Then select the range.)
- Copy the function in B13 to the range C13:E13.
- In cell B15, use a function to find the lowest cost for the range B8:B10.
  - Use the Insert Function wizard to select the MIN function.

- Copy the function in B15 to the range C15:E15.
- In cell E8, use the AutoSum function to compute the totals for the range B8:D8.
  - Use the AutoSum button to compute the totals. (Click this button twice.)
- Copy the function in E8 to the range E9:E10.
- Save your worksheet. Your worksheet should now look similar to the one pictured in Figure 2.

### View All Formulas

- View all formulas in the worksheet. Then turn this view off.
  - To view all formulas, press the Ctrl and ` keys at the same time. (The ` key is located above the Tab key.)
  - To turn formula view off, press the Ctrl and ` keys again.

Figure 2

	A	B	C	D	E	F	G
1	Jane Doe						
2	Creating a Spreadsheet						
3	Exercise #1						
4	5/13/97 - 2:39 PM						
5							
6	Monthly Office Expenses						
7		Rent	Utilities	Supplies	Total by Office		
8	Seattle	675.00	600.00	780.00	2055.00		
9	Atlanta	235.25	325.76	363.49	924.50		
10	Boston	160.45	170.57	453.21	784.23		
11	Total	1070.70	1096.33	1596.70			
12							
13	Highest	675.00	600.00	780.00	2055.00		
14							
15	Lowest	160.45	170.57	363.49	784.23		
16							

## Exercise 1 - Creating an Excel Worksheet

### Change Sheet Tab Name & Edit Cell

22. Change the name of Sheet1 to:  
Expenses for May  
  - 👉 Double-click sheet tab and type new name.
23. In cell C10, change the amount from 170.57 to 170.54.  
  - 👉 Double-click to edit a cell. The mouse pointer changes to an insertion point. Move the insertion point to desired location within the cell and type revised data. If needed, use the Backspace key to delete unwanted characters.

### Insert Rows and Columns

24. Insert a row above row 10.  
  - 👉 Click any cell in row 10. Select **Insert/Rows** from menu.
25. Type the following data into cells:  
 A10: Albuquerque  
 B10: 340.10  
 C10: 205.62  
 D10: 240

26. Copy the function in cell E9 to E10.
27. Save the worksheet.
28. Insert a column between Utilities and Supplies.  
  - 👉 Click any cell in the Supplies column. Then select **Insert/Columns** from the menu.
29. Type the following data into cells:  
 D7: Insurance  
 D8: 333  
 D9: 175.75  
 D10: 152.40  
 D11: 100
30. Copy the function in C12 to D12.
31. Copy the function in C14 to D14.
32. Copy the function in C16 to D16.
33. Save the worksheet. Your worksheet should now look similar to the one pictured in Figure 3.

**Figure 3**

	A	B	C	D	E	F	G
1	Jane Doe						
2	Creating a Spreadsheet						
3	Exercise #1						
4	5/13/97 - 2:39 PM						
5							
6	Monthly Office Expenses						
7		Rent	Utilities	Insurance	Supplies	Total by Office	
8	Seattle	675.00	600.00	333.00	780.00	2388.00	
9	Atlanta	235.25	325.76	175.75	363.49	1100.25	
10	Albuquerque	340.10	205.62	152.40	240.00	938.12	
11	Boston	160.45	170.54	100.00	453.21	884.20	
12	Total	1410.80	1301.92	761.15	1836.70		
13							
14	Highest	675.00	600.00	333.00	780.00	2388.00	
15							
16	Lowest	160.45	170.54	100.00	240.00	884.20	
17							

Expenses for May | Sheet2 | Sheet3

## Exercise 1 - Creating an Excel Worksheet

### Clear Cell & Delete/Move Rows & Columns

34. Clear the contents and formulas from cells F14 and F16.  
✎ Click on a cell and press the Delete key.
35. Delete row 15 (i.e. the blank row).  
✎ Click on row number 15. Then select **Edit/Delete** from the menu.
36. Move the cells in range E7:E15 (i.e. Supplies) so that they are relocated before Utilities.  
✎ Select the range to be moved, select **Edit/Cut** from the menu, click on destination cell (i.e. Utilities), and select **Insert/Cut Cells** from the menu.
37. Save the worksheet. Your worksheet should now look similar to the one pictured in Figure 4.

### Print an Excel Worksheet

38. Display all of the formulas in the worksheet. Your worksheet will look similar to the one pictured in Figure 5.  
✎ Press the Ctrl and ` keys at the same time.

39. Set the page orientation to landscape.  
✎ Select **File/Page Setup** from the menu. Click the Page tab, click on the Landscape option for page orientation, and then click OK.
40. Select a printer.  
✎ Select **File/Print** from the menu. Click the drop-down arrow next to the printer name and click on the desired printer.
41. View the worksheet in Print Preview mode.  
✎ At the Print dialog box, click the Preview button. (Or, select **File/Print Preview** from the menu.)
42. At the Print Preview screen, click the Print button to print the worksheet formulas.
43. Turn the formulas off.
44. Print the worksheet.
45. Pick up your printed worksheet from the laser printer.
46. Exit Excel.

**Figure 4**

	A	B	C	D	E	F	G
1	Jane Doe						
2	Creating a Spreadsheet						
3	Exercise #1						
4	5/13/97 - 2:39 PM						
5							
6	Monthly Office Expenses						
7		Rent	Supplies	Utilities	Insurance	Total by Office	
8	Seattle	675.00	780.00	600.00	333.00	2388.00	
9	Atlanta	235.25	363.49	325.76	175.75	1100.25	
10	Albuquerque	340.10	240.00	205.62	152.40	938.12	
11	Boston	160.45	453.21	170.54	100.00	884.20	
12	Total	1410.80	1836.70	1301.92	761.15		
13							
14	Highest	675.00	780.00	600.00	333.00		
15	Lowest	160.45	240.00	170.54	100.00		
16							

## Exercise 1 - Creating an Excel Worksheet

**Figure 5**

	A	B	C	D	E	F
1	Jane Doe					
2	Creating a Spreadshe					
3	Exercise #1					
4	5/13/97 - 2:39 PM					
5						
6	Monthly Office Expen					
7		Rent	Supplies	Utilities	Insurance	Total by Office
8	Seattle	675	780	600	333	=SUM(B8:E8)
9	Atlanta	235.25	363.49	325.76	175.75	=SUM(B9:E9)
10	Albuquerque	340.1	240	205.62	152.4	=SUM(B10:E10)
11	Boston	160.45	453.21	170.54	100	=SUM(B11:E11)
12	Total	=SUM(B8:B11)	=SUM(C8:C11)	=SUM(D8:D11)	=SUM(E8:E11)	
13						
14	Highest	=MAX(B8:B11)	=MAX(C8:C11)	=MAX(D8:D11)	=MAX(E8:E11)	
15	Lowest	=MIN(B8:B11)	=MIN(C8:C11)	=MIN(D8:D11)	=MIN(E8:E11)	
16						
17						
18						

Expenses for May
Sheet2
Sheet3
Sheet4
Sheet