Learning Microsoft Excel

Activity Overview

In this activity you will learn how to use Microsoft Excel including inputting data into proper cells and using basic editing/formatting tasks to make professional looking spreadsheets.



Algonquin College					
ECON 101 Section 402					
Name	Mark		Absent		Textbook
Abella, Isaac		94		1	1414
Abbot, Jack		84		2	1410
Adler, Mortimer		84		1	1430
Adler, Alfred		83		1	1428
Aagaard, Jacob		81		1	1401
Abernethy, George		85		1	1417
Aaron, Hank		86		1	1402
Abraham, Daniel		66		4	1419
Abrams, Ike		62		4	1420
Abbey, Henry		89		1	1406
Adams, Douglas		88		2	1423
Abbot, Diane		72		1	1408
Adams, Patch		90		1	1424
Addison, Joseph		93		0	1425
Abbot, Edwin		78		2	1408
Abbot, Derek		67		3	1407
Adenauer, Konrad		57		6	1427
Ade, George		92		0	1426
Abelson, Hal		95		1	1415
Abnett, Dan		84		0	1418
Abelard, Peter		92		2	1413
Abagnale, Frank		91		0	1403
Acheson, Dean		60		3	1421
Abbey, Edward		95		0	1405
Abbott, Tony		89		2	1411
Adler, Felix		85		2	1429
Abelson, Philip		88		1	1416
Abel, Reuben		98		0	1412
Abani, Chris		90		0	1404
Acker, Kathy		87		2	1422



Type the above data into a new worksheet:

(note all commands are located in the tool bar. An example of the tool bar is below)

File Hans Insuch Developments Data Data Data Many Many			
File Insert Page Layout Formulas Data Keview View Acrobat			
↓ Cut Calibri • 11 • A* A* = = = ≫ • • = Wrap Text General • ↓ Cut ▲ Conv x ■ Conv x ■ Conv x ■ Wrap Text General •		*	Σ Au
Paste → ✓ Format Painter B I U → · · · · · · · · · · · · · · · · · ·	t Cell In: • Styles •	Insert Delete Format	Cle
Clipboard 🕫 Font 😨 Alignment 😨 Number 😨 Styles		Cells	
Formula Bar			
A B C D E F G H I J K L M 1 2	N	O P	Q

- 1. Type 'Last Name' into cell B6 to be used for the heading for that column
- 2. Type 'First Name' into cell C6 to be used for the heading for that column
- 3. Type 'Mark' into cell D6 to be used for the heading for that column
- 4. **Type 'Absent'** into **cell E6** to be used for the heading for that column
- 5. **Type 'Textbook'** into **cell F6** to be used for the heading for that column
- 6. Type the first last name 'Abella' into cell B7
- 7. Type 'Isaac' into cell C7
- 8. Type '94' into cell D7
- 9. Type '1' into cell E7
- 10. Type **'1414'** into **cell F7**

Your spreadsheet should look as follows:

	A	В	C	D	E	F	G
1							
2							
3							
4							
5							
6		Last Name	First Name	Mark	Absent	Textbook	
7		Abella	Isaac	94	1	1414	
8							
9			1				
10							
11							
12							

- 11. **Type** in the data for the rest of the students into the proper columns
- 12. Save your work
- 13. **Sort** the students alphabetically by last name (see next step for how to do it)

- a. Select cells B6 to F36
- b. **Choose 'Sort'** under the **'Data'** menu (see below)



- 14. Sort by Column 'B' or 'Last Name'
 - a. The entire data should now be sorted alphabetically by last name
- 15. Format the row of headings in **bold**
- 16. Centre columns 'B', 'C', 'D', 'E', and 'F'
- 17. In cell C37 enter the following formula to count the number of students
 - a. **=counta**(c7:c36)
 - b. **Centre** cell C37
- 18. In cell **B37** type 'Count' and use the button on the toolbar to align to the right
- 19. Save your work
- 20. Move the 'Mark' column to the end of the data so that it is to the right of the 'Textbook' column (see below)
 - **a.** Select D6 to D37
 - **b.** Choose 'Cut' (see below)



c. Move the cursor to cell G6 and press 'paste' (see above)

21. Now 'cut' and 'paste' the 'Textbook' column from column 'F' to column 'D'

22. 'Delete' blank column 'F' by highlighting the column and right click and choose 'Delete'

- 23. In cell F37 enter the following formula to find the average mark in the class
 - a. **=average**(f7:f36)
 - b. Centre cell F37
 - c. In cell E37 type 'Avg.' and use the button on the toolbar to align to the right

24. Place a border around the information as per below

- a. Move the cursor to B6
- b. Drag the cursor to F37 so the entire area is highlighted

X 🛃 🖉 + (थ + -		
File Home Insert Page Layo	t Formulas Data Review	View Acrobat
Calibri		Wrap Text
→ ✓ Format Painter		🏥 🔤 Merge & Center ▼
Clipboard 🗔 F	Borders	gnment 🕠
A1 • (<i>f</i> x	Top Border	
Book2	Left Border	
A B C	Right Border	ан I
	No Porder	
2		
3	Outride Borders	
4	Thick Box Border	
5	Pattern Deutlie Deutlie	
6	Bottom Double Border	
8		
9	Top and Bottom Border	
10	Top and Ini <u>ck</u> Bottom Border	
11	Top and Double Bottom Border	
12	Draw Borders	
13	Draw Border	
14	Draw Border Grid	
15		No Border
16	Line Color	
17		
18	<u>M</u> ore Borders	
20		
20		
22		

c. Choose **the 'Borders'** button (see below)

- **d.** Move the cursor to 'Line Style' and select a thicker than normal border style
- 25. Select B36 to F36 and choose a 'bottom border' (see above)
- 26. Ensure that Row 37 is **bolded**
- 27. In cell **B3 type 'Algonquin College'** and format in **'bold'** and **'underline'** from the toolbar
- 28. In cell **B4 type 'ECON 101 Section 402'** and format in **'bold'** and **'underline'** from the toolbar
- 29. 'Merge' rows B3 to F3 (see below) by selecting the merge button from the toolbar
- 30. 'Merge' rows B4 to F4 (see below) by selecting the merge button from the toolbar

🗶 🛃	1) - (1 -	Ŧ			-	-	- 14-4	Same 1	_	N	licrosoft Exce	el	_				-	
File	Home	Insert	Page Layo	ut Form	ulas Da	ta Revie	w View	Acrobat										
Ê	∦ Cut ≧∋ Copy ▼	C	Talibri	* 11	Ă Ă	= = =	\$¢, -	📑 Wrap Te	xt	General	•	1			€	*		Σ Au
Paste	Sormat Pa	ainter	B <i>I</i> <u>U</u> -		• <u>A</u> •		< >	📲 Merge 8	Center -	\$ - %	, *.0 .00 .00 ≯.0	Condition Formattin	nal Format g * as Table	Cell • Styles •	Insert	Delete	Format	2 Cle
	Clipboard	<u> </u>	f	ont	G.		Alignme	nt	G.	Numb	ber 5	i -	Styles			Cells		
	Book2	• (Jx	(Formula Bai]												
		В	С	D	E	F	G	Н	I	J	К	L	Μ	N	C)	Р	Q

- 31. Auto adjust the column width for column **'B'**, **'C'** by clicking between the columns (see above)
- 32. **Select** B37 to F37 and choose 'Fill Colour' (see above)button and choose '**white background 15% darker**'
- 33. **Select B6 to F37** and choose **'Borders'** button and select **'More buttons'** from the bottom of the menu and highlight **'Inside borders' (see below)**

Number Alignment	Font Border Fill Protection
Line Style: None Color: Automatic The selected border style above.	Presets <u>None</u> <u>Outline</u> <u>Inside</u> Border <u>Text</u> <u>Text</u> <u>Text</u> <u>Text</u> <u>Text</u> <u>Text</u> <u>Text</u> <u>Text</u> <u>Text</u> <u>Text</u> <u>Text</u> <u>Text</u> <u>Text</u> <u>Text</u> <u>Text</u> <u>Text</u> <u>Text</u> <u>Text</u> <u>Text</u> <u>Text</u> <u>Text</u> <u>Text</u>

- 34. Save your work
- 35. Print it and hand in to Mr. McGregor