

# 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.

## Data

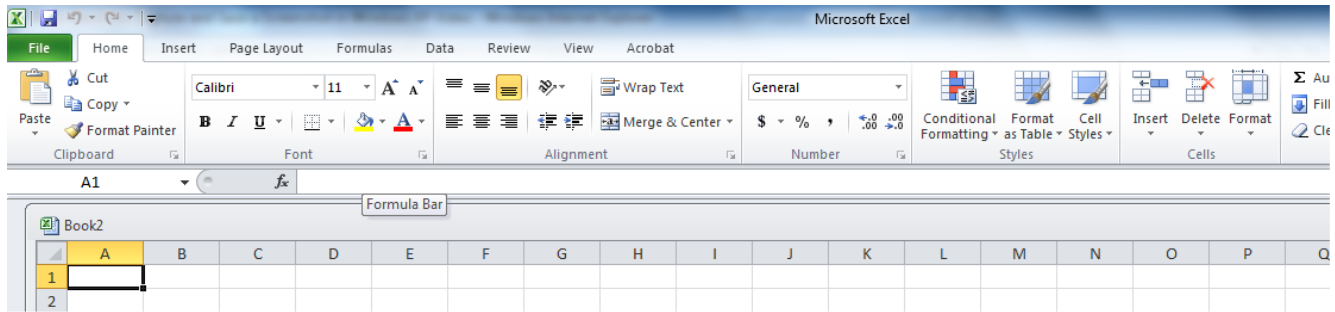
Algonquin College

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

## Instructions

**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)



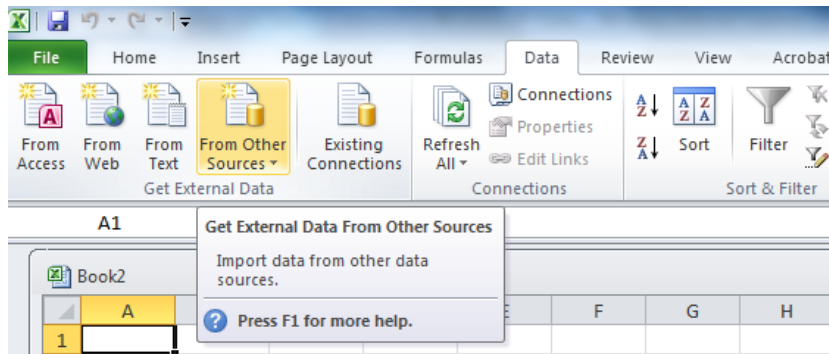
1. **Type 'Last Name'** into **cell B6** to be used for the heading for that column
2. **Type 'First Name'** into **cell C6** to be used for the heading for that column
3. **Type 'Mark'** into **cell D6** to be used for the heading for that column
4. **Type 'Absent'** into **cell E6** to be used for 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:**

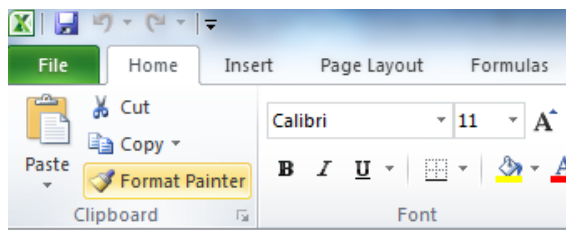
	A	B	C	D	E	F	G
1							
2							
3							
4							
5							
6		Last Name	First Name	Mark	Absent	Textbook	
7		Abella	Isaac	94	1	1414	
8							
9							
10							
11							
12							

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)

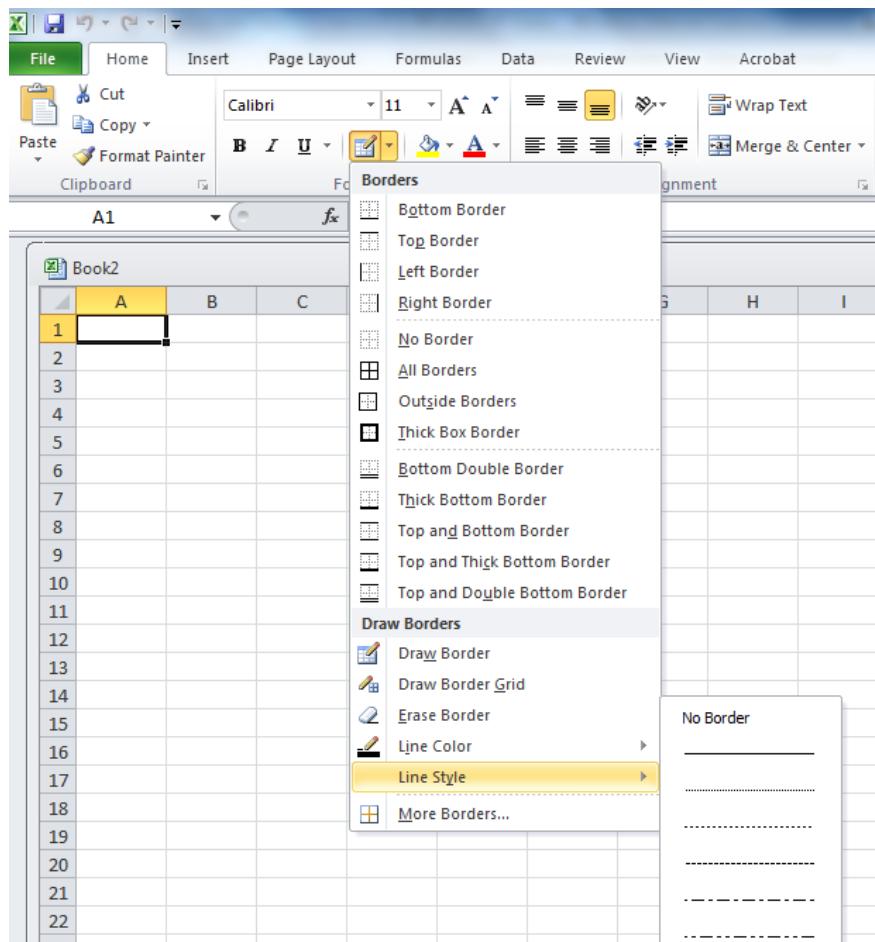


14. Sort by Column 'B' or 'Last Name'
  - a. The entire data should now be sorted alphabetically by last name
15. Format the row of headings in **bold**
16. **Centre** columns 'B', 'C', 'D', 'E', and 'F'
17. In cell **C37** enter the following formula to count the number of students
  - a. **=counta(c7:c36)**
  - 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)

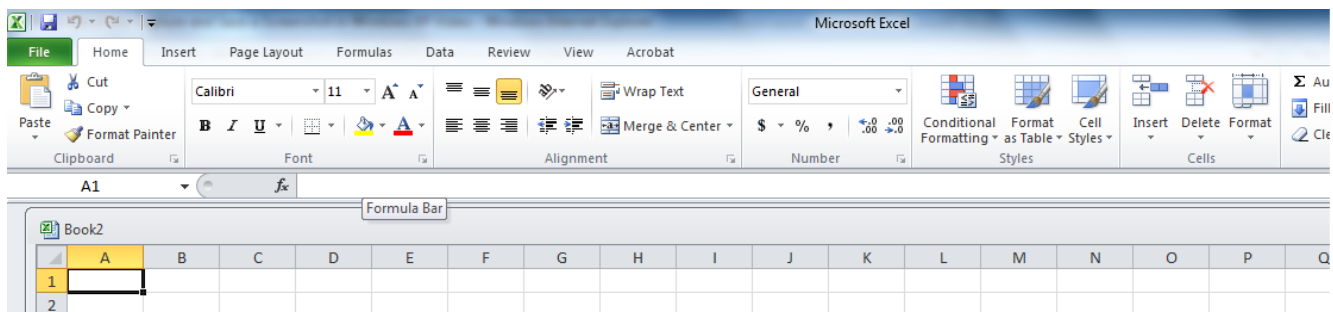


- c. Move the cursor to cell G6 and press **'paste'** (see above)
21. Now **'cut'** and **'paste'** the **'Textbook'** column from column 'F' to column 'D'
22. **'Delete'** blank column 'F' by highlighting **the column** and **right click** and choose **'Delete'**
23. In cell **F37** enter the following 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

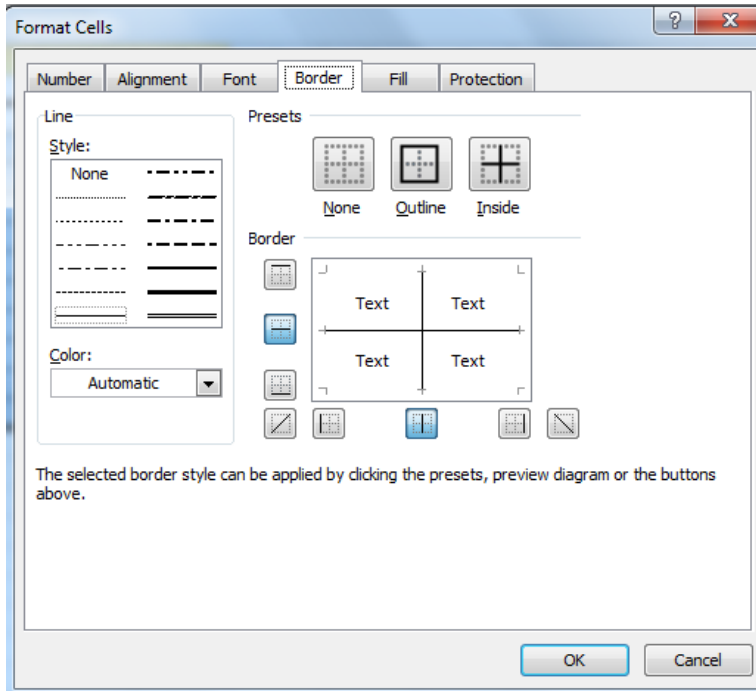
c. Choose the 'Borders' button (see below)



- 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



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)



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