

MS Excel- Exercise 1

1. **Read all instructions first.** Understand where we're going before you start. Fill in the sheet as shown. Save it as number1.
2. Use numeric labels to enter the Employee numbers.
 - a. Enter the first 2 numbers, then use you Fill Handle to complete the others.
3. Adjust column A so the label Employee Number fits.
4. Type Monday, and then use your Fill Handle to enter the other days.
5. Enter the numbers under the days as shown.
6. In G1, compose a formula that will add the production for employee 1.
7. Use the Fill handle to copy that formula to the other employees.
8. In B15 compose a formula to find the total production for Monday.
9. Use the Fill Handle to copy the formula to the other days.
10. Double click between columns so to adjust them to fit all the data.

- DVD Lessons:
- Entering Data
 - Numeric Labels
 - Rows/Columns
 - Fill Handle
 - Merge & Center
 - Formula Basics

Book Lessons:
Chapters 1-6

Widgets are us						
Employee Number	Monday	Tuesday	Wednesday	Thursday	Friday	Total
1	40	41	42	43	40	
2	36	37	38	39	36	
3	38	39	40	41	38	
4	41	42	43	44	41	
5	39	40	41	42	39	
6	37	38	39	40	37	
7	42	43	44	45	42	
8	40	41	42	43	40	
9	39	40	41	42	39	
10	38	39	40	41	38	

11. Select Column A and insert a column to the left.
12. In cell A3, type Plant
13. In cell A5, type North
14. In cell A6, type South
15. Using the Auto complete, enter the following: Employees 3, 4, 5, 6: North, Employees 7, 8, 9, 10: South
16. Place the label Widgets are Us into cell A1
17. Select columns A to H and click Merge & Center. Save

Widgets are us							
Plant	Employee Number	Monday	Tuesday	Wednesday	Thursday	Friday	Total
North	1	40	41	42	43	40	206
South	2	36	37	38	39	36	186
North	3	38	39	40	41	38	196
North	4	41	42	43	44	41	211
North	5	39	40	41	42	39	201
North	6	37	38	39	40	37	191
South	7	42	43	44	45	42	216
South	8	40	41	42	43	40	206
South	9	39	40	41	42	39	201
South	10	38	39	40	41	38	196
	Total	390	400	410	420	390	2010

MS Excel- Exercise 2

1. **Read all instructions first.** Understand where we're going before you start.
Fill in the sheet as shown. Save as number2
2. For wage, enter a formula that multiplies the production by 4.52
3. For total wage, add the bonus; you must use an absolute reference to add the cell \$a\$43 to cell c3.
You can then use your fill handle to copy the formula down.
4. For uic multiply the total wage by 8%, 6% for cpp and 20% for tax.
5. Enter a formula that will calculate Net Pay.
6. Reduce the decimal places to 2 in columns E – G
7. Now apply the currency format to column H

DVD Lessons:

- Decimal Places
- Copying Formulas
- Sheets

Book Lessons:

Chapters 7-11

Employee Number	Production	Wage	Total Wage	Uic	cpp	tax	Net Pay
		x 4.52		x 8%	x 6%	x 20%	
1	206	931.12	1031.12	82.4896	61.8672	206.224	680.5392
2	186	840.72	940.72	75.2576	56.4432	188.144	620.8752
3	196	885.92	985.92	78.8736	59.1552	197.184	650.7072
4	211	953.72	1053.72	84.2976	63.2232	210.744	695.4552
5	201	908.52	1008.52	80.6816	60.5112	201.704	665.6232
6	191	863.32	963.32	77.0656	57.7992	192.664	635.7912
7	216	976.32	1076.32	86.1056	64.5792	215.264	710.3712
8	206	931.12	1031.12	82.4896	61.8672	206.224	680.5392
9	201	908.52	1008.52	80.6816	60.5112	201.704	665.6232
10	196	885.92	985.92	78.8736	59.1552	197.184	650.7072
Bonus							
100							

8. Select the first 2 rows and apply a grey shading, a border and center the text
9. Add the totals for columns B – H. Save

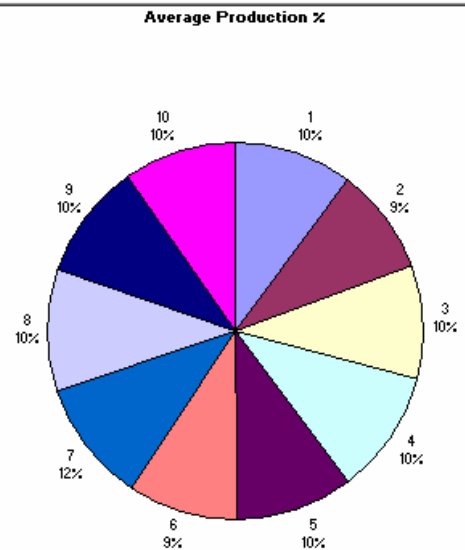
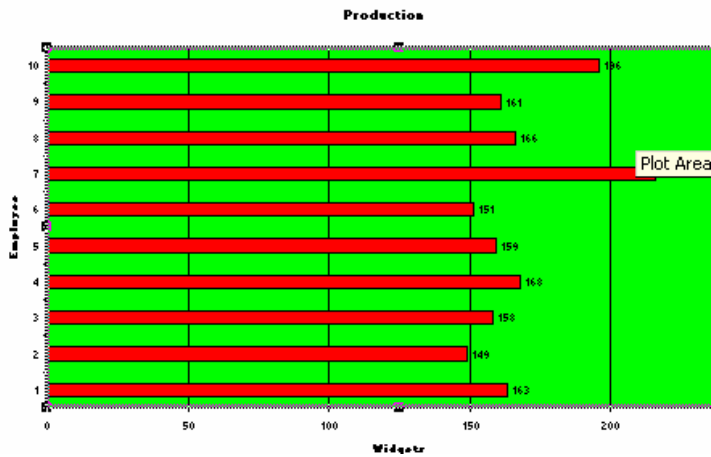
Employee Number	Production	Wage	Total Wage	Uic	cpp	tax	Net Pay
		x 4.52		x 8%	x 6%	x 20%	
1	206	931.12	1031.12	82.49	61.87	206.22	\$ 680.54
2	186	840.72	940.72	75.26	56.44	188.14	\$ 620.88
3	196	885.92	985.92	78.87	59.16	197.18	\$ 650.71
4	211	953.72	1053.72	84.30	63.22	210.74	\$ 695.46
5	201	908.52	1008.52	80.68	60.51	201.70	\$ 665.62
6	191	863.32	963.32	77.07	57.80	192.66	\$ 635.79
7	216	976.32	1076.32	86.11	64.58	215.26	\$ 710.37
8	206	931.12	1031.12	82.49	61.87	206.22	\$ 680.54
9	201	908.52	1008.52	80.68	60.51	201.70	\$ 665.62
10	196	885.92	985.92	78.87	59.16	197.18	\$ 650.71
	2010	9085.20	10085.20	806.82	605.11	2017.04	\$6,656.23
Bonus							
100							

Charting:

1. Using a bar chart, chart the total production of each employee. Be careful to select only the data you wish to chart before launching the chart wizard!
2. In step 3, name the chart Production. Category x is Employee while category y is Widgets
3. Ask for no legend and under data labels ask for a Value
4. In step 4 Select As a new sheet for the location and name it Production.
5. Right click on one of the bars>Format Data Series and change the color to red.
6. Now right click on the grey area and format it as a lime green.

Pie chart:

1. Produce a pie chart using the average production of all employees. Ask for no legend but Data Labels should include the percentage and category name.
2. Save as Average Pie and once again in a new sheet.
3. While viewing your new chart, select Chart from the menu and choose Chart Options. Add the Title: Average Production %



MS Excel- Exercise 4

Read all instructions first. Understand where we're going before you start.

Save as Number4

1. Open Excelbig and notice how you cannot see the entire work area.
2. So that we can see the day as well as the total for that day, freeze row 4. Select row 5 first! Scroll down and notice how you can see both, the total and the label.
3. Unfreeze it.
4. Now freeze column A. (select column B) Now scroll to the end to see the totals and the employee numbers.
5. Unfreeze
6. Now freeze both row 4 and column A simultaneously.
7. Check to make sure it's working.
8. Go to Print preview. Notice how the labels do not appear on each page! Change this so that the titles in row 4 and column a repeat on each page! (File>Page Setup>Sheet>...)
9. Check Print Preview to ensure that it's working.
10. Add a header in the top middle of the page which reads Widgets Are Us
11. Save
12. Now add a footer that will remind you of where this file is stored on your computer.
13. Using page break preview, adjust the page breaks so as to have 6 pages of nearly the same size. Take note however of what effect this would have on your font size:
 - a. Go back to Normal view, where you will not see the change
 - b. File>Page Setup>Page and check the Adjust to %; if you multiply that by you font size, that is the size you would get once printed.
14. Select Row 4 & 64 and copy them to Sheet 2, but use Edit Paste Special > Transpose
15. Name the sheet Totals.
16. Create a bar chart of the totals and names and put it on the same sheet. Save.

DVD Lessons:

- Print Area
- Headers
- Page Break Preview
- Repeat Titles
- Freeze Panes
- Split Windows

Book Lessons:

Exercises 19-24

MS Excel- Exercise 5

Read all instructions first. Understand where we're going before you start.
Save as Number5.

1. Create a new sheet and name it qtr1. Place it as your last sheet.
2. From the window menu, ask for a new window. Now arrange them vertically so that you can see both windows. In the left window select week1 and in the right, select qtr1.
3. Copy the contents of Row 1 in week1 and Paste Special>Transpose it into a1 of the qtr1 sheet. Left align the contents.
4. Remove the formatting. Delete row 1. (Edit>Delete)
5. Now create a 3-d formula in B1 that will add the total production from each of the 13 weeks.
6. Create similar formulas in cells b2 to b7. Select the entire range of data and apply Accounting 2 Auto format to it. Save.

DVD Lessons:

- 3-D Formulas
- Multiple Windows
- Link Workbooks

Book Lessons:

Exercises 25-26