EXCEL 2007—CHAPTER 1 LAB EXERCISES

Apply Your Knowledge—Changing the Values in a Worksheet

<u>Instructions</u>: Start Excel. Open the workbook Apply 1-1 Bicycle Shop 3 rd Quarter Sales (Figure 1-99a). See the inside back cover of this book for instructions for downloading the Data Files for Students, or see your instructor for information on accessing the files required in this book.

- Make the changes to the worksheet described in Table 1-6 so that the worksheet appears as shown in Figure 1-99b. As you edit the values in the cells containing numeric data, watch the totals in row 8, the totals in column G, and the chart change.
- Change the worksheet title in cell Al to the Title cell style and then merge and center it across columns A through G. Use commands in the Font group on the Home tab on the Ribbon to change the worksheet subtitle in cell A2 to 16-point Corbel red, bold font and then center it across columns A through G. Use the Accent I theme color (column 5, row 1 on the Font Color palette) for the red font color.
- Update the document properties with your name, course number, and name for the workbook. Save the workbook using the file name. Apply 1-1 Spoke-Up Bicycle Shop 3rd Quarter Sales. Submit the assignment as requested by your instructor.

| Table 1-6 New Worksheet Data | |
|------------------------------|-------------------------|
| Cell | Change Cell Contents To |
| AL | Spoke-Up Bicycle Shop |
| B4 | 11869.2 |
| E4 | 9157.83 |
| D6 | 5217.92 |
| F6 | 6239.46 |
| B7 | 3437.64 |



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Denise Etheridge

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if users can find advanced features they probably won t know what to do with them Excel 2007 The Missing Manual covers the entire gamut of how to build spreadsheets add and format information print reports create charts and graphics and use basic formulas and functions Like its siblings in the Missing Manual series this book crackles with a fine sense of humor and refreshing objectivity about its subject guiding readers through the new Excel with clear explanations step by step instructions lots of illustrations and friendly time saving advice It's a perfect primer for small businesses with no techie to turn to as well as those who want to organize household and office information Excel 2007 Helen Dixon, 2007-05-29 Many experienced users may initially find Excel 2007 rather disorientating But Excel 2007 Beyond the Manual will introduce those who are already familiar with Excel basics to more advanced features like consolidation what if analysis PivotTables sorting and filtering and some commonly used functions You ll learn how to maximize your efficiency at producing professional looking spreadsheets and charts and become competent at analyzing data using a variety of tools The book includes practical examples to illustrate advanced features It also covers new features of Excel 2007 along with ways to access old features You ll even gain timesaving tips and shortcuts Microsoft Office 2007 Robert T. Grauer, 2010 The goal of the Exploring series has been to move readers beyond the point and click helping them understand the why and how behind each skill Coverage of Microsoft Word Microsoft Excel Microsoft Access Microsoft PowerPoint Windows Vista and Capstone Exercises MARKET Concise ICT Fundamentals Volume For business professionals seeking to enhance their knowledge of Microsoft Office Two BRIGHT SIAW AFRIYIE, 2012-11-29 Knowing that this world is now moving toward a global village we are in information era where practically nothing can be done without the power of computers in most industries A solid knowledge about fundamentals of computing has become indispensable in everyday life This book has been prepared for you to uncover several confusing concepts that pose a big challenge to computer learners and users I am coming from both educational and professional background with great experience to better alienate the hinges that serve as obstacles to high tech solutions to everyone It is the togetherness of a great practical experience educational and teaching skills technical know how and continuous customer value added service and research that has always been the source of creation of this book and three other computer science books The feedbacks so far received from few professors in information technology in Dallas Texas area strongly suggests the use of these books as a great fundamental and companion material for computer science students In Ghana the Education Service and Curriculum Research and Development Department CRDD has approved the Concise ICT Fundamentals textbook as the recommended supplementary material for the teaching and learning of ICT in senior high schools technical schools and colleges of education and for general usage The organization of the core material in this book both provides support training unconditionally to everyone who wants to be computer literate and also extends its learning curve to high quality ICT systems engineering to individuals or companies already operational in the high tech industry This book provides a solid foundation for information technology This book is essentially prepared for senior high school and first

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