

Excel Chapter 3—Lab Instructions

APPLY YOUR KNOWLEDGE—Understanding Logical Tests and Absolute Cell Referencing

Do Instructions Parts 1 & 2 on the handout provided. Then complete Instruction Part 3 in Excel and print. Staple the two parts together for a completed assignment.

Instructions Part 3: Start Excel. Open the workbook **Apply 3-1 Absolute Cell References**. 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. You will recreate the numerical grid pictured in Figure 3-82 on the next page.

Perform the following tasks:

1. Enter a formula in cell C7 that multiplies cell C2 times the sum of cells C3 through C6. Write the formula so that when you copy it to cells D7 and E7, cell C2 remains absolute. Verify your formula by checking it with the values found in cells C7, D7, and E7 in Figure 3-82.
2. Enter a formula in cell F3 that multiplies cell B3 times the sum of cells C3 through E3. Write the formula so that when you copy the formula to cells F4, F5, and F6, cell B3 remains absolute. Verify your formula by checking it with the values found in cells F3, F4, F5, and F6 in Figure 3-82.
3. Enter a formula in cell C8 that multiplies cell C2 times the sum of cells C3 through C6. Write the formula so that when you copy the formula to cells D8 and E8, Excel adjusts all the cell references according to the destination cells. Verify your formula by checking it with the values found in cells C8, D8, and E8 in Figure 3-82.
4. Enter a formula in cell G3 that multiplies cell B3 times the sum of cells C3, D3, and E3. Write the formula so that when you copy the formula to cells G4, G5, and G6, Excel adjusts all the cell references according to the destination cells. Verify your formula by checking it with the values found in cells G3, G4, G5, and G6 in Figure 3-82.
5. Change the document properties, as specified by your instructor. Change the worksheet header with your name, course number, and other information requested by your instructor. Save the workbook using the file name, **Apply 3-1 Absolute Cell References Complete**, and submit the revised workbook as requested by your instructor.

	A	B	C	D	E	F	G	H
1		Writing Formulas With Absolute And Relative Cell References						
2		4	6	4	2	32	32	
3		2	6	5	8	76	38	
4		7	2	9	1	48	84	
5		3	1	2	6	36	27	
6			72	162	114			
7			72	68	38			

Figure 3-82

Excel Chapter 3 Lab 1

**Heather Zimble-DeLorenzo, Susan W.
Margulis**



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