

EXCEL 2007—CHAPTER 1 LAB EXERCISES

Apply Your Knowledge—Changing the Values in a Worksheet

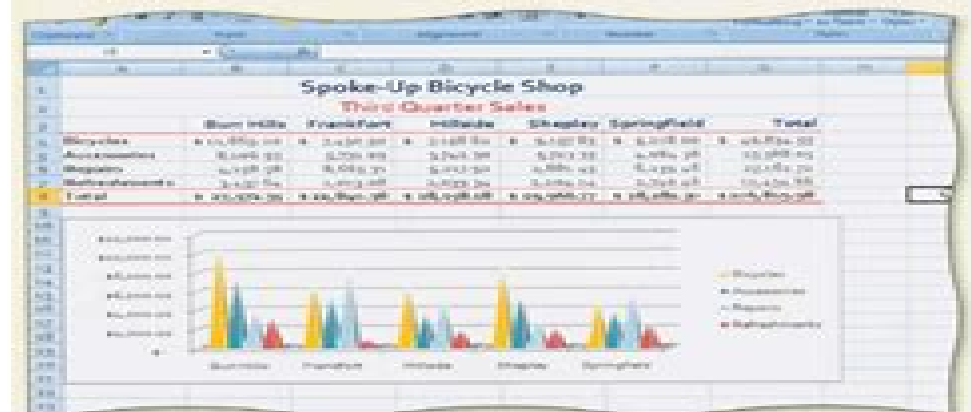
Instructions: Start Excel. Open the workbook Apply 1-1 Bicycle Shop 3rd Quarter Sales (Figure 1-99a). See the inside back cover of this book for instructions for downloading the Data Files for Students, or see your instructor for information on accessing the files required in this book.

1. 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.
2. Change the worksheet title in cell A1 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 1 theme color (column 5, row 1 on the Font Color palette) for the red font color.
3. 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
A1	Spoke-Up Bicycle Shop
B4	11869.2
E4	9157.83
D6	5217.92
F6	6239.46
B7	3437.64



(a) Before



(b) After

Figure 1-99

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Ian Pickup



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Table of Contents Excel 2007 Chapter 1 Answers

1. Understanding the eBook Excel 2007 Chapter 1 Answers
 - The Rise of Digital Reading Excel 2007 Chapter 1 Answers
 - Advantages of eBooks Over Traditional Books
2. Identifying Excel 2007 Chapter 1 Answers
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Excel 2007 Chapter 1 Answers
 - User-Friendly Interface
4. Exploring eBook Recommendations from Excel 2007 Chapter 1 Answers
 - Personalized Recommendations
 - Excel 2007 Chapter 1 Answers User Reviews and Ratings
 - Excel 2007 Chapter 1 Answers and Bestseller Lists
5. Accessing Excel 2007 Chapter 1 Answers Free and Paid eBooks
 - Excel 2007 Chapter 1 Answers Public Domain eBooks
 - Excel 2007 Chapter 1 Answers eBook Subscription Services
 - Excel 2007 Chapter 1 Answers Budget-Friendly Options
6. Navigating Excel 2007 Chapter 1 Answers eBook Formats
 - ePub, PDF, MOBI, and More
 - Excel 2007 Chapter 1 Answers Compatibility with Devices
 - Excel 2007 Chapter 1 Answers Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Excel 2007 Chapter 1 Answers
 - Highlighting and Note-Taking Excel 2007 Chapter 1 Answers
 - Interactive Elements Excel 2007 Chapter 1 Answers
8. Staying Engaged with Excel 2007 Chapter 1 Answers

- Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Excel 2007 Chapter 1 Answers
9. Balancing eBooks and Physical Books Excel 2007 Chapter 1 Answers
- Benefits of a Digital Library
 - Creating a Diverse Reading Collection Excel 2007 Chapter 1 Answers
10. Overcoming Reading Challenges
- Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Excel 2007 Chapter 1 Answers
- Setting Reading Goals Excel 2007 Chapter 1 Answers
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Excel 2007 Chapter 1 Answers
- Fact-Checking eBook Content of Excel 2007 Chapter 1 Answers
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning
- Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
- Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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