

EXCEL 2000 INTRODUCTION SEMINAR PRACTICE EXERCISES

<http://www.accc.uic.edu/seminars/excel2000-intro>

Part I: Entering Data and AutoFill (Sheet 1 Tab)


1. Complete the labels as shown in the left picture below.
2. Point to the border between columns B & C, and double-click to AutoFit column B.

	A	B	C
1			
2			
3			
4		REVENUE	January
5		Catalog Sales	2800
6		Internet Sales	3400
7		Total Sales	
8			
9		EXPENSES	
10		COGS	1600
11		Salaries	1700
12		Rent and Utilities	1000
13		Office Supplies	600
14		Total Expenses	
15			
16		NET PROFIT	

REVENUE	January	February	March
Catalog Sales	2800		
Internet Sales	3400		
Total Sales			
EXPENSES			
COGS	1600	1600	1600
Salaries	1700	1700	1700
Rent and Utilities	1000	1000	1000
Office Supplies	600	600	600
Total Expenses			
NET PROFIT			

3. Click on cell C4, point to the AutoFill handle in the lower-right corner, and drag it to columns D and E. Highlight cells C10:C13 and do the same thing. The right picture is what the screen should then look like.
4. Type 3300 in cell D5 and 4000 in Cell D6. Highlight cells C5:D6, then drag the AutoFill handle to column E. You should get 3800 and 4600 for March.

Part II: AutoSum and Formulas (Sheet 2 Tab)

1. Click on cell C7. Click on the AutoSum button on the Standard toolbar. 
2. Hit the [ENTER] key to accept the AutoSum.
3. Select cells D7 and E7. Click the AutoSum button. Highlight cells C14:E14, then click the AutoSum button.
4. Click on cell C16. Type the formula that subtracts Expenses from Revenue. (=C7-C14)
5. Use the AutoFill handle to copy this to columns D & E. Here is the resulting spreadsheet at the right.

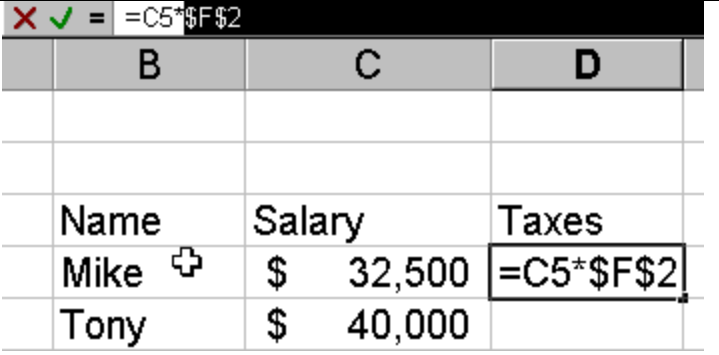
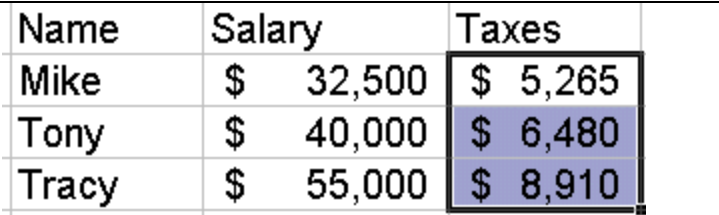
REVENUE	April	May
Catalog Sales	3000	3300
Internet Sales	3500	3900
Total Sales	=SUM(C5:C6)	

REVENUE	April	May	June
Catalog Sales	3000	3300	3600
Internet Sales	3500	3900	4300
Total Sales	6500	7200	7900
EXPENSES			
COGS	1600	1600	1600
Salaries	1700	1700	1700
Rent and Utilities	1000	1000	1000
Office Supplies	600	600	600
Total Expenses	4900	4900	4900
NET PROFIT	1600	2300	3000




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Part III: Absolute Cell References (Sheet 3 Tab)

<ol style="list-style-type: none"> 1. Click on cell D5, then click up in the Formula Bar between the F and 2 of the F2 reference. 2. Hit the [F4] key on your keyboard, which will place dollar signs (\$) before the F and 2, then hit [ENTER]. 3. Use the AutoFill handle to copy the formula to cells D6 and D7. 	
<p>These will be the results in for the three cells.</p>	

Part IV: Format Cells and Charting (Sheet 4 Tab)

1. Highlight the titles in column B and row 4. Remember; hold down the [CTRL] key to highlight multiple ranges.
2. Change the font to whatever you like, with a font size of 14.
3. Click on cell C5, click on cell E14 while holding down [SHIFT]. Click on the Comma Style format .
4. Click the Decrease Decimal button twice to get rid of the decimal points. .
5. Highlight cells C16:E16 and format them for Currency Style, also getting rid of the decimal points. .
6. Highlight cells B4:E6. Click on the Chart Wizard button. Go with the defaults on each one. You will make a column chart.

REVENUE	July	August	September
Catalog Sales	\$3,800	\$4,200	\$ 4,600
Internet Sales	\$4,000	\$4,700	\$ 5,400
Total Sales	\$7,800	\$8,900	\$ 10,000
EXPENSES	July	August	September
COGS	\$1,600	\$1,600	\$ 1,600
Salaries	\$1,700	\$1,700	\$ 1,700
Rent and Utilities	\$1,000	\$1,000	\$ 1,000
Office Supplies	\$ 600	\$ 600	\$ 600
Total Expenses	\$4,900	\$4,900	\$ 4,900
NET PROFIT	\$2,900	\$4,000	\$ 5,100

