**Chapter 1: Creating a Worksheet and an Embedded Chart**

**Objectives**

* **Describe the Excel Worksheet**
* **Enter Text and Numbers**
* **Use the Sum Button to sum a range of cells**
* **Copy the content of a cell to a range of cells using the fill handle**
* **Apply Cell Style**
* **Create a Clustered Cylinder Chart**
* **Change a worksheet name and Worksheet Tab Color**
* **Change Document Properties**
* **Preview and Print a Worksheet**
* **Use the Auto Calculate area to Display statistics**
* **Correct errors on a worksheet**

**Complete all Step by Step Activities Below: Page EX 2 through Ex 53**

**Complete Step by Step Page Ex:6 “To Start Excel”**

**Complete Step by Step Page Ex:8-9 “To Enter the Worksheet Titles”**

**Complete Step by Step Page Ex: 10-11 “To Enter Column Titles”**

**Complete Step by Step Page Ex:12 “To Enter Row Titles”**

**Complete Step by Step Page Ex:13-14 “To Enter Numbers”**

**Complete Step by Step Page Ex:15-16 “To Sum a Column of Numbers”**

**Complete Step by Step Page Ex:17-18 “To Copy a Cell to Adjacent Cells in a Row”**

**Complete Step by Step Page Ex:19-20 “To Determine Multiple Totals as the Same Time”**

**Complete Step by Step Page Ex:20 “To Save a Workbook”**

**Complete Step by Step Page Ex:23 “To Change a Cell Style”**

**Complete Step by Step Page Ex:24-25 “To Change The Font”**

**Complete Step by Step Page Ex:25 “To Bold a Cell”**

**Complete Step by Step Page Ex:26 “To Increase The Font Size of a Cell Entry”**

**Complete Step by Step Page Ex:27 “To Change The Font Color of a Cell Entry”**

**Complete Step by Step Page Ex:28-29 “To Center Cell Entries Across Columns by Merging Cells”**

**Complete Step by Step Page Ex:29-31 “To Format Column Titles and the Total Row”**

**Complete Step by Step Page Ex:31-33 “To Format Numbers in the Worksheet”**

**Complete Step by Step Page Ex:33-34 “To Adjust The Column Width”**

**Complete Step by Step Page Ex:34-35 “To Use The name Box to Select a Cell”**

**Complete Step by Step Page Ex: 38-41 “To Add a Clustered Cylinder Chart to the Worksheet”**

**Complete Step by Step Page Ex: 42-43 “To Change the Worksheet Names”**

**Complete Step by Step Page Ex:43-44 “To Change Document Properties”**

**Complete Step by Step Page Ex:45 “To Save an Existing Workbook with the Same File Name”**

**Complete Step by Step Page Ex:46-47 “To Preview and Print a Worksheet in Landscape Orientation”**

**Complete Step by Step Page Ex:47 “To Quit Excel”**

**Complete Step by Step Page Ex:48 “To Open a Workbook from Excel”**

**Complete Step by Step Page Ex:49 “To Use The Auto Calculate Area to Determine a Maximum”**

**Assignments:**

**Apply Your Knowledge *Changing the Values in a Worksheet Pages Ex:54-55***

***Template: Apply 1-1 Clothes Campus Third Quarter Expenses***

***Re-Save Apply 1-1 YourLastName***

**Extend Your Knowledge *Formatting a Worksheet and Adding Additional Charts Pg Ex:57-58***

***Template: Extend 1-1 Pack Right Moving Supplies***

***Re-Save Extend 1-1 YourLastName***

**Make It Right *Fixing Formatting Problems and Data Errors in a Worksheet Pg Ex:57-58***

***Template: Make It Right 1-1 Pets***

***Re-Save Make It 1-1 YourLastName***

**In The Lab 1 *Annual Revenue Analysis Worksheet Pg Ex:58-59***

***Template: None you create from textbook***

***Re-Save Excel 1 YourLastName***

**In The Lab 2 *Semiannual Sales Analysis Worksheet Pg Ex:59-61***

***Template: None you create from textbook***

***Re-Save Excel 2 YourLastName***

**In The Lab 3 *Projected College Cash Flow Analysis Worksheet Pg Ex:61-63***

***Template: None you create from textbook***

***Re-Save Excel 3 YourLastName***