

## Excel 2007 Exercise

1. Open the file **Birthday1.xlsx** on your network drive. Your spreadsheet should look similar to this:

|    | A             | B      | C        | D              | E |
|----|---------------|--------|----------|----------------|---|
| 1  | Cost of Party |        |          |                |   |
| 2  |               |        |          |                |   |
| 3  | Item          | Number | Cost (€) | Total Cost (€) |   |
| 4  |               |        |          |                |   |
| 5  | Catering      | 20     | 3        |                |   |
| 6  | Magician      | 1      | 60       |                |   |
| 7  | Party Bag     | 20     | 1        |                |   |
| 8  | Balloons      | 1      | 10       |                |   |
| 9  | Cake          | 1      | 15       |                |   |
| 10 |               |        |          |                |   |
| 11 |               |        |          |                |   |

2. Make the main title in **row 1** and the column headings in **row 3** bold.
3. Format cells **C5 to C9** and cells **D5 to D11** to two decimal places.
4. In cell **D10** create a thick top and bottom border.
5. In cell **D5** enter a formula to calculate the total cost for catering (i.e. the number x the cost).
6. Insert similar formulae to calculate the total cost for the other items.
7. Enter a label **Total** in cell **C10**. Make it bold.
8. In cell **D10** insert a formula to find the grand total.
9. In cell **C11** enter a label **Per Child**. Make it bold.
10. In cell **D11** enter a formula to divide the grand total by 20.

Your spreadsheet should now look similar to this:

|    | A             | B      | C                | D              | E |
|----|---------------|--------|------------------|----------------|---|
| 1  | Cost of Party |        |                  |                |   |
| 2  |               |        |                  |                |   |
| 3  | Item          | Number | Cost (€)         | Total Cost (€) |   |
| 4  |               |        |                  |                |   |
| 5  | Catering      | 20     | 3.00             | 60.00          |   |
| 6  | Magician      | 1      | 60.00            | 60.00          |   |
| 7  | Party Bag     | 20     | 1.00             | 20.00          |   |
| 8  | Balloons      | 1      | 10.00            | 10.00          |   |
| 9  | Cake          | 1      | 15.00            | 15.00          |   |
| 10 |               |        | <b>Total</b>     | <b>165.00</b>  |   |
| 11 |               |        | <b>Per Child</b> | <b>8.25</b>    |   |
| 12 |               |        |                  |                |   |

11. Save the file as Birthday2.xlsx

## Excel 2007 Practice Exercise - Darts

1. Open a new workbook and create a spreadsheet that looks like the following:

|   | A      | B       | C       | D       | E           |
|---|--------|---------|---------|---------|-------------|
| 1 | DARTS  |         |         |         |             |
| 2 | Name   | Score 1 | Score 2 | Score 3 | Final Score |
| 3 | Marion | 8       | 11      | 3       |             |
| 4 | Harry  | 12      | 22      | 6       |             |
| 5 | Steve  | 3       | 5       | 18      |             |
| 6 | David  | 18      | 16      | 5       |             |
| 7 | Joan   | 9       | 12      | 11      |             |
| 8 |        |         |         |         |             |
| 9 |        |         |         |         |             |

2. Enter a simple formula in cell E3 to work out Marion's final score.
3. Calculate final scores for all the other darts players.
4. Make the titles of the spreadsheet Bold and underlined border in Red.
5. Save the file as Darts on your network drive.
6. On a new row, add the name Elizabeth-Jane and scores of 11, 15 and 20.
7. Widen column A to display all names fully.
8. Calculate Elizabeth-Jane's final score in E8.
9. Change Steve's 'Score 2' to 9 and check that his final score updated automatically.



10. Change Marion's name to Marigold.
11. Save and close the file.

## Excel 2007 Practice Exercise - Shopping

1. Open a new workbook and create a spreadsheet based on the following information from your grocery shopping:
  - a) Worksheet title: SHOPPING
  - b) Column headings: Item | Cost (€) | Number | Final Price (€)
  - c) Items purchased include:
    - i) 10 packets of Cat food at 0.40
    - ii) 4 litres of Milk at 0.38
    - iii) 2 loaves of Bread at 0.87
    - iv) 1 jar of Marmalade at 1.15
    - v) 3 packages of Pasta at 0.56
    - vi) 2 Pineapples at 1.30
    - vii) 3 bottles of Lemonade at 0.89
2. Enter a simple formula in cell D3 to calculate the final price of Cat food.
3. Work out the final price for all other items.
4. Format the titles of the spreadsheet so that they stand out from the shopping items.
5. Save the file as Shopping on your network drive.
6. Now amend the entry in cell C2 to read Number Bought, and widen columns C and D to display the full entries.
7. Make the following changes: Pasta costs 49 cent; replace Pineapple with Melon; and increase the number of litres of Milk bought to 6.
8. Check that the final prices are updated automatically and print a copy of the amended spreadsheet.
9. Insert an additional item between Pasta and Melon for 2 jars of Pasta Sauce at €2.50 each.
10. Add the word TOTAL in cell C11.
11. Enter a simple formula to add up the total cost of all of the items in D11.
12. Create a border with a single top line and double bottom line in Red in cell D11.
13. Save and close the file.

## Excel Exercise – Quiz Night

**NOTE: Joker round is worth double points.**

|    | A                 | B  | C  | D  | E  | F  | G  | H | I            | J | K |
|----|-------------------|----|----|----|----|----|----|---|--------------|---|---|
| 1  | <b>Quiz Night</b> |    |    |    |    |    |    |   |              |   |   |
| 2  |                   |    |    |    |    |    |    |   |              |   |   |
| 3  |                   |    |    |    |    |    |    |   |              |   |   |
| 4  |                   |    |    |    |    |    |    |   |              |   |   |
| 5  |                   |    |    |    |    |    |    |   |              |   |   |
| 6  | Team 1            | 18 | 10 | 15 | 10 | 19 | 16 | 1 |              |   |   |
| 7  | Team 2            | 15 | 8  | 13 | 5  | 17 | 14 | 2 |              |   |   |
| 8  | Team 3            | 8  | 10 | 6  | 12 | 9  | 11 | 2 |              |   |   |
| 9  | Team 4            | 17 | 15 | 14 | 17 | 19 | 18 | 4 |              |   |   |
| 10 | Team 5            | 12 | 15 | 10 | 13 | 10 | 18 | 4 |              |   |   |
| 11 | Team 6            | 7  | 9  | 6  | 6  | 10 | 11 | 4 |              |   |   |
| 12 | Team 7            | 12 | 14 | 13 | 15 | 13 | 16 | 6 |              |   |   |
| 13 | Team 8            | 19 | 17 | 14 | 18 | 13 | 15 | 1 |              |   |   |
| 14 | Team 9            | 12 | 13 | 16 | 17 | 12 | 19 | 6 |              |   |   |
| 15 | Team 10           | 10 | 11 | 15 | 12 | 11 | 12 | 4 |              |   |   |
| 16 |                   |    |    |    |    |    |    |   |              |   |   |
| 17 | Average Score     |    |    |    |    |    |    |   | Champions    |   |   |
| 18 |                   |    |    |    |    |    |    |   | Wooden Spoon |   |   |

1. Open the file **Quiz.xlsx**
2. Insert a formula in cell **I6** that uses the **SUM** function to add up the points that Team 1 has scored over the 6 rounds (do not include extra Joker points).



3. Fill this formula down to cell **I15**.
4. Team 1 nominate round 1 to play their Joker. Insert a formula in cell **J7** that enters the number of extra points for Team 1's Joker round (i.e. contents of cell B6 multiplied by 2).
5. Enter a similar formula into cells **J7** to **J15**. Remember, that the teams do not all nominate the same round in which to play their Joker).
6. In cell **K6** enter a formula to add up the total points and the Joker points.
7. Fill this formula down to cell **K15**.
8. Insert a formula in cell **K17** that uses the **MAX** function to find the highest Grand Total.
9. Insert a formula in cell **K18** that uses the **MIN** function to find the lowest Grand Total.
10. Insert a formula in cell **B17** that uses the **AVERAGE** function to find the average score for Round 1.
11. Fill this formula across to cell **G17**.
12. Save and close the workbook.

## Excel Exercises – Entering/Editing/Sorting/Copying/ Moving/Deleting

### Entering, Editing and Sorting

14. Open the **housebills1.xls** workbook.
15. Enter the numbers '80' and '234' in cells B6 and C9 respectively.
16. Edit the contents of cells A5, A9, B8, C10 and D6 to read 'Mortgage', 'Insurance', '470', '880' and '73' respectively.
17. Sort the cell range A4:D10 in ascending alphabetic order based on the contents of the **Expenditure** column.
18. Save the **housebills1.xls** workbook, naming it housebills2.xls.

### Copying and Moving

1. Open the **budget1.xls** workbook.
2. Copy the contents of cell B4 to cell D15, cell C4 to D16, cell D4 to cell D17 and cell E11 to D18.
3. Move the contents of cell H4 to D6 and cell H5 to E9.
4. Use the Fill handle to copy the months from cell B3 to E3.
5. Save the **budget1.xls** workbook, naming it 'mybudget1' and close it.
6. Open the **budget2.xls** and **budget3.xls** workbooks.
7. Copy the contents of the cell range B4:E11 in the **budget2.xls** workbook into the budget3.xls workbook, starting in cell B4.
8. Copy the contents of the cell range D15:D18 in the budget2.xls workbook into the budget3.xls workbook, starting in cell D15.
9. Save the budget2.xls and budget3.xls workbooks, naming them 'mybudget2.xls' and 'mybudget3.xls' respectively.

### Copying and Deleting

1. Open the **budget4.xls** workbook.
2. Copy the contents of the cell range A1:E18 in the **House Expenses** worksheet into the **Expenditure** worksheet, starting in cell A1.
3. Delete the contents of the cell range A24:E27 in the **Expenditure** worksheet.
4. Save the **budget4.xls** workbook, naming it 'mybudget4' and close it.

### Editing and Sorting

1. Open the **budget5.xls** workbook.



2. Replace all occurrences of the word 'Lowest' with 'Highest'.
3. Replace all occurrences of the word 'Costs' with 'Expenditure'.
4. Sort the contents of the cell range A4:E11 in ascending alphabetic order based on the **Items** column.
5. Save the **budget5.xls** workbook, naming it 'mybudget5' and close it.
6. Practice sorting the cell range A4:E11 in ascending and descending numeric order based on the contents of the **September, October, November** and **December** columns.
7. Close **mybudget5.xls** workbook *without saving*.

## Excel Exercises – Entering/Editing/Fill/ Formulas/Formatting

1. Create the following spreadsheet, ensuring all data is fully displayed:

| Shares  |      |       |      |      |      |
|---------|------|-------|------|------|------|
| Months  | Bell | Harry | Sam  | Jim  | Ann  |
| Jan     | 2.4  | 12.6  | 22   | 0.5  | 18   |
|         | 3.7  | 13.2  | 14.6 | 0.96 | 16.5 |
|         | 1.6  | 7.9   | 18   | 1.3  | 17   |
|         | 0.75 | 5.6   | 30.3 | 4.1  | 17.8 |
|         | 4.9  | 14.1  | 31.7 | 3.7  | 16.4 |
|         |      |       |      |      |      |
| Total   |      |       |      |      |      |
| Average |      |       |      |      |      |

2. Fill in the Month series down column A.
3. Calculate the total for Bell's shares.
4. Calculate totals for all other shares and save the file as Shares.
5. Format all numerical entries to currency and two decimal places.
6. Calculate the average price of Bell's shares (i.e. *Total/Number of months*).
7. Work out all other averages and format the Average row as currency and one decimal point.
8. Format the title to bold and the column headings to bold and italic.
9. Centre the column headings.
10. Save the changes.
11. Now make the following changes: Harry's share price in April was 6.40 and Sam's share price in January was 24. The name Bell should be changed to Bill.
12. Insert top and double bottom borders for the Total row cells.
13. Insert a blank row between the Total row and the Average row.
14. Calculate the Min and Max amount of shares for each person. Format as currency and one decimal point.
15. Calculate the Min and Max amount of shares for each month. Add column headings, respectively for each new column. Format as currency and one decimal point.
16. Change the border line colour for the Total row to red.
17. Increase font size for the heading 'Shares' to 20 points and select a new font type of your choosing. Resize the column width to accommodate the new data style.
18. Add a thick box border around the outside of the data set (including the heading).
19. Save the changes.

## Numbers / Dates

1. Open the **numbers5.xls** workbook from your network drive.



2. Apply a comma style to the numbers in the F5:F10 cell range to separate thousands, with no decimal places.
3. Apply the Euro currency to the contents of the cell range G5:G10.
4. Format the numbers in the H5:H10 cell range to show just two decimal places.
5. Format the numbers in the I5:I10 cell range to the percent style, showing one decimal place.
6. Change the date style in cell G13, showing the month in letter format. Resize column width to fit the new style.
7. Save the **numbers5.xls** worksheet, naming it '**numbers6.xlsx**'. Close the workbook.

1. Open the **housebudget2.xls** workbook from your network drive.
2. Apply a comma style to the B5:G5 and B17:E17 cell ranges to separate thousands, with no decimal places.
3. Apply the Euro currency to the contents of the cell range B5:G19.
4. Format the numbers in the B21:E21 cell range to show just two decimal places.
5. Format the numbers in the B23:E23 cell range to the percent style, showing two decimal places.
6. Change the formatting of the date style in cell A25, showing the month in letter format.
7. Save the **housebudget2.xls** workbook, naming it '**myhousebudget2.xlsx**'.

### *Contents/Alignment and Border Effects*

1. Open the **housebudget3.xls** workbook from your network drive.
2. Change the formatting of cell A1 to Arial, bold, 12 pt.
3. Merge the cell range A1:G1 and centre the title 'My Monthly Household Budget' in the merged cell.
4. Apply bold, italic formatting to the contents of the cell range B3:G3, and the cells A5, A7, A17 and A19.
5. Apply a blue colour to the contents of cell range B5:G5, and a red colour to the contents of cell range B19:E19.
6. Apply a yellow background colour to cells range A8:G15 and a green background colour to cell range B19:E19.
7. Apply an outside border to the cell range A8:G15.
8. Centre align the contents of the cell range B3:G23.
9. Centre vertically the contents of the cell range A1:G27.
10. Change the orientation of the contents of the cell range B3:G3 to an angle of 60°. If you have to adjust the row height to accommodate the newly aligned text, do so.
11. Apply text wrapping to the contents of cell A27.
12. Apply double underline formatting to the contents of the cell range B17:E17.
13. Save the **housebudget3.xls** workbook, naming it '**myhousebudget3.xlsx**'.

### *Contents, Alignment and Border Effects*

1. Open the **housebudget4.xls** workbook from your network drive.
2. Change the formatting of cell A1 to Arial, bold, 14 pt.
3. Apply a blue colour to the **contents** of cell A1, and apply a yellow **background** colour to cell A1.
4. Change the formatting of the cell range A4:F22 to Arial, 12 pt.
5. Centre align the contents of the cell range B4:F19.
6. Apply bold, italic formatting to the contents of the cell range B4:F4.
7. Apply a red colour to the contents of cell range B4:F12, and a light green background colour to cell range B4:F12.
8. Apply a comma style to the numbers in the F5:F14 cell range to separate thousands, with no decimal places.
9. Apply an outside border around cell range A14:F14, and a light blue background colour to the same cell range.
10. Apply bold formatting and a green colour to the contents of the cell range B16:B19.
11. Apply a blue outside border to the cell range A16:B19.
12. Change the formatting of the date style in cell A22, showing the month in the number format.
13. Save the **housebudget4.xls** workbook, naming it '**myhousebudget4.xlsx**'.



## Excel Exercises – IF Function/Formulas/Copying/Worksheets

### IF/SUM/AVERAGE Functions

1. Open the **functions3.xls** workbook.
2. Insert a formula in cell F5 using the SUM function to calculate the total sales of Golden Crisps for the first employee. Copy the formula from cell F5 to F9.
3. Insert a formula in cell G5 using the AVERAGE function to calculate the average sales of Golden Crisps for the first employee. Copy the formula from cell G5 to G9.
4. Insert a formula in cell H5, using the IF function to return the value 'Yes' if the value in cell G5 exceeds 750 or 'No' if it does not exceed 750. Copy the formula from cell H5 to H9.
5. Save the **functions3.xls** workbook, naming it functions4.xls.

### Worksheets

1. Open the **calculations.xls** workbook.
2. Insert a new worksheet between the House Expenses and the Awards worksheets.
3. Rename the new worksheet 'Food'.
4. Copy the contents of the cell range A4:D5 in the House Expenses worksheet into the Food worksheet starting in cell A3.
5. Move the Awards worksheet to before the House Expenses worksheet.
6. Save the calculations.xls workbook, naming it 'mycalculations.xls'.
7. Open the calculations1.xls workbook and calculations2.xls workbooks and copy the Awards worksheet in the calculations1.xls workbook into the calculations2.xls workbook.
8. Position the Awards worksheet between the House Expenses and Expenditure worksheets in the calculations2.xls workbook.
9. Save the **calculations2.xls** workbook, naming it 'mycalculations2.xls'.

### Arithmetic Formulas and Functions

1. Open the **house.xls** workbook.
2. In the **House Expenses** worksheet use the SUM function to insert a formula in cell F8 to calculate the sum of the B8:E8 cell range.
3. Copy the contents of cell F8 down the cell range F9:F15.
4. Insert a formula in cell B17 to calculate the sum of the B8:B15 cell range.
5. Replicate (copy) the contents of cell B17 across the cell range C17:E17.
6. Insert a formula in cell B19 to subtract cell B17 from cell B5.
7. Replicate (copy) the contents of cell B19 across the cell range C19:E19.
8. Open the **Salary** worksheet and insert a formula in cell C7 that will multiply cell B7 by cell B3. Be careful to apply absolute cell referencing to cell B3.
9. Replicate (copy) the contents of cell C7 down the cell range C8:C12.
10. Save the **house.xls** workbook, naming it 'myhouse.xls'.

### Functions

1. Open the **house1.xls** workbook.
2. In the House Expenses worksheet use the SUM function to insert a formula in cell G8 to calculate the sum of the B8:F8 cell range.
3. Replicate the contents of cell G8 down the cell range G9:G15.



- Use the AVERAGE function to insert a formula in cell H8 to calculate the average of the B8:F8 cell range.
- Replicate the contents of cell H8 down the cell range H9:H15.
- Use the COUNT function to insert a formula in cell I8 to count the cells that contain numbers in the B8:F8 cell range.
- Replicate the contents of cell I8 down the cell range I9:I15.
- Use the MAX function to insert a formula in cell J8 to return the largest number in the B8:F8 cell range.
- Replicate the contents of cell J8 down the cell range J9:J15.
- Use the MIN function to insert a formula in cell K8 to return the smallest number in the B8:F8 cell range.
- Replicate the contents of cell K8 down the cell range K9:K15.
- Save the **house1.xls** workbook, naming it myhouse1.xls.

## Excel Practice Exercises

### Exercise 1

- Create the following spreadsheet:

| Dates   | Postage | Coffee/Tea | Cleaning | Stationery |
|---------|---------|------------|----------|------------|
| January | 13.5    | 11         | 14       | 15.75      |
|         | 7.65    | 2.5        | 14       | 17.38      |
|         | 19.38   | 3.45       | 14       | 20.75      |
|         | 9.23    | 4.15       | 17       | 9.5        |
|         | 11.68   | 2.17       | 17       | 12.45      |

- Insert a new row 1 and type the heading: PETTY CASH EXPENSES.
- Copy the date series down the first column.
- Add a new row Totals and enter a formula to calculate total postage costs. Copy this formula across the row to produce totals for the other items.
- Adjust column widths and format the column headings to bold, font size 14. Format all numerical data to currency.
- Save as 'Office' in an Excel 97-2003 formatted workbook.
- Now insert a new column after Cleaning headed Furniture and enter €385 for March and €37.99 for May. Calculate the total for Furniture.
- Make the following changes:
  - Cleaning in April is now €14
  - Coffee costs €3.50 in February
  - The stationery heading should now read Stationery/Disks.
  - Merge and centre the worksheet heading across all of the data columns. Format the heading with a blue background, bold, and font size 20.
- Save the changes.

### Exercise 2

- Create the following spreadsheet and save as Bookings.

|                  |         |       |            |          |       |         |
|------------------|---------|-------|------------|----------|-------|---------|
| Holiday Bookings |         |       |            |          |       |         |
| Date of Booking  | Surname | Villa | Start Date | End Date | Price | Deposit |



|        |            |         |        |        |     |     |
|--------|------------|---------|--------|--------|-----|-----|
| 02-Feb | Billings   | Caprice | 01-Jun | 08-Jun | 209 | 209 |
| 25-Feb | Derbyshire | Miramar | 15-Jun | 22-Jun | 354 | 100 |
| 03-Mar | Winslow    | Capri   | 25-May | 1-Jun  | 567 | 250 |
| 15-Mar | Harris     | Nuit    | 15-Jun | 22-Jun | 248 | 248 |
| 07-Apr | Davis      | Miramar | 20-Jul | 27-Jul | 422 | 350 |
| 16-Apr | Poole      | Soleil  | 18-May | 25-Jun | 680 | 300 |

- Reformat the Price column if it displays dates.
- Merge and centre the worksheet title across all data columns and format with a green background, Arial Black font, 20 pt.
- Right align all headings except Date of Booking and format to bold. Wrap the Date of Booking column heading to display fully. Left align data in the Date of Booking column.
- Format all prices to currency, to display € symbol and no decimal places.
- Apply a different date format to all dates, e.g. 02-Feb becomes 02/02/2010.
- Add a new row heading: Total and work out the total income for the holiday bookings.
- Insert a new column between End Date and Price headed Max. Number and use the following table to enter the correct figures:

| Villa   | Max.<br>Number |
|---------|----------------|
| Caprice | 5              |
| Miramar | 4              |
| Capri   | 6              |
| Nuit    | 3              |
| Soleil  | 4              |

- Insert a new column headed Price per Person between Price and Deposit and enter a formula to work this out for the first booking ( $Price/Max. number$ ). Copy the formula down the column to find the price per person for all bookings.
- Format the Price per Person column to currency and two decimal places.
- Insert a new column after Deposit headed Balance. Create a formula for the first booking that determines whether the booking has been paid in full or not, entering the text "Paid in Full" or "Balance Due" based on whether they have paid the full amount or not. (*If statement that compares the Deposit amount against the Price*). Copy the formula down the column.
- Insert a new column after Balance headed Balance Due that calculates the amount the booking still owes ( $Price - Deposit$ ). Format the Balance Due column to currency and two decimal places.
- Save the changes to the workbook.
- Make the following amendments:
  - Billings should read Brown
  - The price for Nuit should be €295.
  - Delete the Davis booking completely, leaving no empty cells
  - Apply a yellow background with red text to bookings that have a Balance owing in the Balance Due column.
- Copy the title Holiday Bookings to a new row underneath the spreadsheet data and format it to bold.



16. Realign any entries to neaten the worksheet appearance, add borders, and change the orientation of the headings to angle counterclockwise.
17. Save the **Bookings** workbook, naming it 'mybookings.xls'.

### Excel Exercise 1 – Absolute Cells/ SUM & Multiply Formulas/Formatting

1. Copy the 'Commissions.xlsx' file from my folder (Janet Allen) on the common drive to your own network folder.
2. Open the 'Commissions.xlsx' file from **your** network folder.
3. Adjust the column widths to display all of the titles, using wrapped text for cells D7, F7, and H7.
4. Format cell A1 as Arial Black, point size of 20. Merge and centre cells A1:H1.
5. Format cell A2 as a date field to display a long date format.
6. Format cells C8:H12 as currency and cells B4:B6 as percentage. Merge and centre cells C6:H6 and shade as yellow.
7. Enter a formula in cell D8 that calculates the commission for the tools that Salesperson 1 has sold. Use the commission rate from cell B4 (absolute address) in the formula.
8. Fill the formula down to cell D12.
9. Enter a similar formula in cells F8 to F12 and H8 to H12 using the relevant commission rates.
10. Enter a label 'Total Commission' in cell A14.
11. Enter a formula in cell B14 to calculate the total commission payable to all salespersons for all items sold.
12. Shade cell B14 in red and make the font colour white. Draw a thick border around the cell.
13. Save the worksheet as 'mycommissions.xlsx'

### Excel Exercise 2 – IF Function/Sort/Formatting

1. Copy the 'Results.xlsx' file from my folder (Janet Allen) on the common drive to your network folder.
2. Open the 'Results.xlsx' file from your network folder.
3. Enter the following race times in cells F5:F13, respectively.

| Result |
|--------|
| 11.01  |
| 10.55  |
| 10.80  |
| 10.95  |
| 10.95  |
| 10.87  |
| 10.99  |
| 10.53  |
| 11.00  |

4. Format column width for cells A3:F13 to display all data.
5. Format cells E5:F13 to display two decimal places.
6. Format worksheet title in cell A1 to **a font of your choice**, 18 pt, and red type.
7. Format headings in cells A3:F3 and cell A5 to red type, bold and centred.
8. Enter a formula in cell G5 that checks to see if the competitor's result is less than their current personal best. If it is, then the letters PB are inserted. If it is not, the cell is left blank (Hint: use "" to display a blank cell).
9. Copy this formula in column G for all the runners.
10. Format the cells in column G to be centred, bold and blue.
11. Sort the competitors into descending order of result. (hint: be sure to include names in the sort)
12. Change the background colour of cells B5 to F13 to a pale blue.



13. Save the workbook as 'myresults.xlsx'.
14. Rename the worksheet to '100m Race'.
15. Copy the data in cells A1:G13 to cell A1 in a new worksheet and rename the worksheet '50m Race'.
16. Working in the 50m Race worksheet, change cell A5 to '50m'
17. Replace the Personal Best and Result columns with the following data in cells E5:F13, respectively –

| Column E | Column F |
|----------|----------|
| 7.30     | 7.37     |
| 7.48     | 7:45     |
| 8.09     | 8:11     |
| 8.37     | 8:30     |
| 8.54     | 8:59     |
| 7.77     | 7.50     |
| 8.25     | 8.15     |
| 7.59     | 8.00     |
| 8.67     | 8.65     |

18. Resort the 50m data to display the competitors into descending order of result.
19. Change the colours of the worksheet tabs to Red and Blue, respectively.
20. Save the changes.

## Excel Practice Exercises

1. Copy the workbook 'Book Subscriptions.xlsx' from my folder (Janet Allen) on the common network drive to **your** network folder.
2. Open the file 'Book Subscriptions.xlsx' from your network folder.
3. Adjust column widths to display all data.
4. Make the following edits to the payment data:

|     |      |
|-----|------|
| B6  | 900  |
| B12 | 1000 |
| C9  | 200  |
| D9  | 300  |
| E6  | 300  |
| F8  | 20   |
| F9  | 100  |
| F10 | 260  |
| F11 | 25   |

5. Insert a formula in G4 that calculates the total amount paid for the first student. Copy this formula to show the total amount paid for each of the other students.
6. Insert a formula in H4 that calculates the balance due for the first student. Copy this formula to show the any balance due for the remaining students.
7. Insert a formula in B13 that calculates the totals for each column starting in cell B13 and copy this formula across the remaining columns.
8. Insert a formula in C15 that calculates the average payment made for each quarter. Copy across to cells D15:F15.
9. Insert a formula in C16 that calculates the highest amount paid for each quarter. Copy across to cells D16:F16.



10. Insert a formula in C17 that calculates the lowest amount paid for each quarter. Copy across to cells D17:F17.
11. Insert a formula in C18 that calculates the number of payments made for all four quarters. Copy across to cells D18:F18.
12. In column I starting with the first student in I4, insert a formula to show whether there is a balance due, if there is display the text "Balance Due", if there is no balance due display "Paid in Full". Copy this formula down the column for each of the remaining students. Readjust any column widths if necessary.
13. Merge and centre the worksheet heading across A1:I1, make the font **TAHOMA**, Bold and 18 pts.
14. Format the background of cell A1 to tan.
15. Select each of the following cell ranges and also change their fill colour to tan: A3 to H13, A13 to I13, A15 to A18, and C15 to F18.
16. Select the range C4 to F14, and change the background colour to light yellow.
17. Save the workbook 'Book Subscriptions.xls' to 'myBook Subscriptions.xlsx'
18. Insert a blank row between the last student and the Totals row.
19. Insert a row after the last student and add the following student information (*Make sure your formulas are correct after adding this student; adjust if necessary*):

|         |     |    |     |     |     |
|---------|-----|----|-----|-----|-----|
| Allen J | 560 | 60 | 100 | 200 | 200 |
|---------|-----|----|-----|-----|-----|

20. Format the student names in cells A4:A13 to right justify.
21. Centre cell A3 and bold.
22. Format the cells B3:H3 to display angled clockwise and bold.
23. Change the background colour of row 16 to no fill.
24. Select the range C17 to F20, and add a thick outside border.
25. Select the range A17 to A20 and add a thick outside borders to this range.
26. Select the range A15 to H15, and add all borders to this range.
27. In cell A27 type the following text: 'The following titles were included in the class reading list:'
28. Select cell A27 and wrap the text.
29. Format cells B4 to H15 to accounting and two decimal places.
30. Format cells C17 to F19 to currency and two decimal places.
31. In column I, if any students show a balance due, display this text in Red.
32. Insert a formula in cell J4 for the first student that calculates the percentage due (*Paid/Amt Due*). Copy this data down for all of the other students, formatting the data as percent, with no decimal places.
33. Copy the formula in cell J4 to cell J15. Fill the background and match the borders for cell J15 to the other cells in row 15.
34. Merge and centre the heading in cell A1 to include column J.
35. Sort the student payment information, cells A4:I13 in alphabetical ascending order by student name.
36. Save the changes to your workbook.

Your finished worksheet should look like the following:

|    | A                                                             | B          | C        | D        | E        | F        | G          | H        | I            | J    |
|----|---------------------------------------------------------------|------------|----------|----------|----------|----------|------------|----------|--------------|------|
| 1  | <b>BOOK SUBSCRIPTIONS</b>                                     |            |          |          |          |          |            |          |              |      |
| 2  |                                                               |            |          |          |          |          |            |          |              |      |
| 3  | Student                                                       | Amt Owed   | Qtr 1    | Qtr 2    | Qtr 3    | Qtr 4    | Paid       | Balance  |              |      |
| 4  | Allen J                                                       | € 560.00   | € 60.00  | € 100.00 | € 200.00 | € 200.00 | € 560.00   | € -      | Paid in Full | 100% |
| 5  | Ayers F                                                       | € 900.00   | € 100.00 | € 400.00 | € 300.00 | € 15.00  | € 815.00   | € 85.00  | Balance Due  | 91%  |
| 6  | Brennan M                                                     | € 250.00   | € 100.00 | € 45.00  | € 50.00  | € 10.00  | € 205.00   | € 45.00  | Balance Due  | 82%  |
| 7  | Dunne C                                                       | € 210.00   | € 25.00  | € 50.00  | € 30.00  | € 5.00   | € 110.00   | € 100.00 | Balance Due  | 52%  |
| 8  | Dunne S                                                       | € 1,200.00 | € 400.00 | € 200.00 | € 300.00 | € 260.00 | € 1,160.00 | € 40.00  | Balance Due  | 97%  |
| 9  | Eisenberg W                                                   | € 300.00   | € 50.00  | € 50.00  | € 50.00  | € 25.00  | € 125.00   | € 175.00 | Balance Due  | 42%  |
| 10 | Montague C                                                    | € 1,000.00 | € 250.00 | € 250.00 | € 500.00 |          | € 1,000.00 | € -      | Paid in Full | 100% |
| 11 | Saxon C                                                       | € 420.00   | € 100.00 | € 100.00 | € 100.00 | € 20.00  | € 320.00   | € 100.00 | Balance Due  | 76%  |
| 12 | Yando S                                                       | € 300.00   | € 50.00  | € 60.00  | € 75.00  | € 20.00  | € 205.00   | € 95.00  | Balance Due  | 68%  |
| 13 | Zeal M                                                        | € 740.00   | € 200.00 | € 300.00 | € 100.00 | € 100.00 | € 700.00   | € 40.00  | Balance Due  | 95%  |
| 14 |                                                               |            |          |          |          |          |            |          |              |      |
| 15 | Totals                                                        | 5880       | 1335     | 1505     | 1705     | 655      | 5200       | 680      | Balance Due  | 88%  |
| 16 |                                                               |            |          |          |          |          |            |          |              |      |
| 17 | Average Amount                                                |            | €133.50  | €167.22  | €170.50  | €72.78   |            |          |              |      |
| 18 | Highest Amount                                                |            | €400.00  | €400.00  | €500.00  | €260.00  |            |          |              |      |
| 19 | Lowest Amount                                                 |            | €25.00   | €45.00   | €30.00   | €5.00    |            |          |              |      |
| 20 | No. of Payments                                               |            | 10       | 9        | 10       | 9        |            |          |              |      |
| 21 |                                                               |            |          |          |          |          |            |          |              |      |
| 22 |                                                               |            |          |          |          |          |            |          |              |      |
| 23 |                                                               |            |          |          |          |          |            |          |              |      |
| 24 |                                                               |            |          |          |          |          |            |          |              |      |
| 25 |                                                               |            |          |          |          |          |            |          |              |      |
| 26 |                                                               |            |          |          |          |          |            |          |              |      |
| 27 | The following titles were included in the class reading list: |            |          |          |          |          |            |          |              |      |

## Part 2:

1. Copy the data from cells A3 to A12 in the 'Book Orders.xls' workbook (located in my folder – Janet Allen)

- on the common network drive) to cell A29 in your 'myBook Subscriptions.xlsx' workbook.
- 2. Adjust the width of column A to display the book titles.
- 3. Select cell A27 and format it to Arial Black, and 14 pt.
- 4. Save the changes to your workbook.

|    |                                                                      |
|----|----------------------------------------------------------------------|
|    | A                                                                    |
| 19 | Lowest Amount                                                        |
| 20 | No. of Payments                                                      |
| 21 |                                                                      |
| 22 |                                                                      |
| 23 |                                                                      |
| 24 |                                                                      |
| 25 |                                                                      |
| 26 |                                                                      |
| 27 | <b>The following titles were included in the class reading list:</b> |
| 28 |                                                                      |
| 29 | <b>Book Orders</b>                                                   |
| 30 |                                                                      |
| 31 | <b>Title</b>                                                         |
| 32 | Cottage Crafts                                                       |
| 33 | The Industrial Revolution Ed.7                                       |
| 34 | Wilson's Anatomy and Physiology                                      |
| 35 | Potions and Lotions                                                  |
| 36 | Ready, Steady, Draw                                                  |
| 37 | Introduction to Computers                                            |
| 38 | Learning the Guitar - Marksons                                       |
| 39 | Science Made Easy                                                    |
| 40 | Design and Drawings                                                  |

## Excel Exercises – Print

1. Open the Salaries worksheet in the **headerfooter.xls** workbook.
  2. Change the paper size to A4.
  3. Insert the worksheet name field as a left-aligned header in the worksheet.
  4. Insert your own name as a right-aligned header in the worksheet.
  5. Save the headerfooter.xls workbook, naming it '**headerfooter1.xls**'
- 
1. Open the **printing.xls** workbook
  2. Check and correct any spelling errors
  3. Turn on the display of worksheet gridlines and of row and column headings for printing
  4. Check that the gridlines and row and column headings are displayed in the preview window.
  5. Save the printing.xls workbook, naming it '**printing1.xls**'
- 
1. Open the **titles.xls** workbook.
  2. On the Awards worksheet, apply settings so that the titles in rows 1 and 2 will automatically print at the top of each page. Preview the worksheet to see the print titles at the top of each page.
  3. On the Earnings worksheet, apply settings so that the titles in columns A and B will automatically print at the left of each page. Preview the worksheet to see the print titles at the left of each page.
  4. Print one copy each of the Earnings and the Awards worksheets.
  5. Save the titles.xls workbook, naming it '**titles1.xls**'

## Excel Exercises – Charts/Setup/Checking/Printing

### Changing/Resizing /Deleting Charts

1. Open the 'charts8.xls' workbook from your Practice Exercises folder.
2. Change the column chart to a bar chart and change the line chart to a column chart.
3. Move the newly changed column chart to below the newly changed bar chart.



4. Practise resizing the pie chart, and then delete it.
5. Save the 'charts8.xls' workbook as 'charts9.xlsx' workbook.

### Formatting Charts

1. Open the 'charts10.xls' workbook from your Practice Exercises folder.
2. Add the title 'Ice Cream Sales' and value labels to the column chart in the workbook.
3. Change the column chart background to light yellow.
4. Change the pie chart background colour to light blue and change its legend fill colour to light yellow.
5. Add percentage labels to the pie chart.
6. Save the 'charts10.xls' workbook as 'charts11.xlsx' workbook.
7. Open the 'charts12.xls' workbook and remove the title and labels from the column chart.
8. Save the 'charts12.xls' workbook as 'charts13.xlsx' workbook.

### Formatting Charts

1. Open the 'charts14.xls' workbook from your Practice Exercises folder.
2. In each of the three charts, change North's colour to red, West's colour to dark blue, South's colour to dark green and East's colour to bright yellow.
3. Change the size of the title text in each of the three charts to 11 pt, and change the font colour to blue in each.
4. Change the size of the legend text in each of the three charts to 9 pt.
5. Change the size of the value axis text and the category axis text in the column and line charts to 9 pt.
6. Save the 'charts14.xls' workbook as 'charts15.xlsx' workbook.

### Charts & Printing

1. Open the 'House Expenses' worksheet in the 'housebudget5.xls' workbook from your Practice Exercises folder.
2. Create a bar chart based on the cell range A3:D6.
3. Add 'Monthly Balances' as a title in the bar chart.
4. Change the colours of the Balance, Expenditure and Income bars to red, yellow and blue respectively.
5. Change the chart background colour from white to light green.
6. Resize the chart to make it slightly smaller and move it directly below the data cells.
7. Insert your name as a heading on the worksheet.
8. After viewing in Print Preview, print one copy of the House Expenses worksheet.
9. Open the Salary worksheet in the 'housebudget5' workbook.
10. In the Salary worksheet, change the bar chart to a pie chart.
11. In the Salary worksheet, change the line chart to a column chart.
12. Remove the value labels from the column chart and apply value labels to the pie chart.
13. Change the colours of the four pie slices in the pie chart to red, blue, green and orange.
14. Modify the title of the column chart to read 'Salary and Expenditure'.
15. Remove the title from the pie chart.
16. Save the 'housebudget5.xls' workbook as 'myhousebudget5.xlsx' workbook.

### Setup/Checking/Printing

1. Open the 'budget6.xls' workbook from your Practice Exercises folder.
2. Use the preview window to see if the contents of the House Expenses worksheet will print on one page.
3. In the print preview window, use the margin guides to decrease the left and right margins in order to make the worksheet contents fit on one page.
4. Insert your name as a heading on the worksheet.



- Print one copy of the budget6.xls workbook and close the print preview window.
- Save the 'budget6.xls' workbook as 'mybudget6.xlsx' workbook.
- Open the 'budget7.xls' workbook from your Practice Exercises folder and check to see if the contents of the House Expenses worksheet will print on one page.
- Change the page orientation from portrait to landscape to get the worksheet to print on one page.
- Save the 'budget7.xls' workbook, naming it 'mybudget7.xlsx' and close it.
- Open the 'budget8.xls' workbook from your Practice Exercises folder and change the top margin of the House Expenses worksheet to 5.5 cm.
- Insert your name as a left-aligned header and the worksheet name as a right-aligned header.
- Change the paper size to A4.
- Turn on the display of the worksheet gridlines and row and column headings for printing.
- Print one copy of the 'budget8.xls' workbook.
- Save the 'budget8.xls' workbook, naming it 'mybudget8.xlsx' and close it.
- Open the 'budget9.xls' workbook from your Practice Exercises folder.
- Check the House Expenses worksheet for spellings and correct any errors.
- Apply settings so that the titles in column A will automatically print at the left of each page.
- Insert your name as a left-aligned header and the worksheet name as a right-aligned header.
- Print one copy of the worksheet.
- Save the 'budget9.xls' workbook, naming it 'mybudget9.xlsx' and close it.

## Excel Exercise – Headers / Footers

- Set up the following spreadsheet showing the distribution of money to various charities over six months.

|    | A                     | B       | C    | D    | E     | F     | G    | H    | I       |
|----|-----------------------|---------|------|------|-------|-------|------|------|---------|
| 1  | Charity Contributions |         |      |      |       |       |      |      |         |
| 2  |                       |         |      |      |       |       |      |      |         |
| 3  | Charity               | Percent | Jan  | Feb  | March | April | May  | June | Average |
| 4  | DSPCA                 | 50%     | 1000 | 1840 | 645   | 2500  | 2340 | 1158 |         |
| 5  | Enable                | 12%     | 240  | 442  | 155   | 600   | 562  |      |         |
| 6  | Cancer                | 25%     | 500  | 920  | 322   | 1250  | 1170 | 579  |         |
| 7  | Oxfam                 | 8%      |      | 294  | 103   | 400   | 374  | 185  |         |
| 8  | Lifeboats             | 5%      | 100  | 184  | 64    |       | 234  | 116  |         |
| 9  |                       |         |      |      |       |       |      |      |         |
| 10 | <b>Total</b>          |         |      |      |       |       |      |      |         |
| 11 |                       |         |      |      |       |       |      |      |         |

- Enter a formula in B10 to check that the percentages add up to 100.
- Enter the appropriate formula in **Cell C10** to work out the total contributions for January, copy the formula across for each month.
- Insert a new column between June's contributions and Average to insert the '**Total**' per charity for the six months. Enter the appropriate formula and copy down the column.
- Enter appropriate the following data 160, 250, and 278 for the missing January, April and June entries, respectively.
- Use the AVERAGE function to display average contributions to the various charities.
- Format contributions to currency with no decimal points.
- Centre the heading **Charity Contributions** across the width of the spreadsheet. Format the background of this heading to a fill colour, font and size of your choice.
- Add '**Distribution of Money**' as a header and your name and the date as a footer.



10. Insert a chart of your choice (bar, column, line, pie) on a new sheet. Naming the sheet '**Charity Distributions**'. Format the chart to your liking, ensure that you have a title, legend, and data labels.
11. Rename the Sheet 1 to **Charity Data** and set the tab colour to your choice.
12. Sort the Charity Data spreadsheet to lowest to highest by percent contribution.
13. Preview your worksheet for print, ensuring that it will fit on one page, without reducing the size of the data and turning gridlines on for printing.
14. Save your work as '**Charity Contributions.xlsx**' to your network drive.

## Excel Exercises – Chart Elements

1. Create the following spreadsheet, formatted as below, and save as '**Rugby**':

|   | A                    | B       | C        | D     |
|---|----------------------|---------|----------|-------|
| 1 | Dublin Ruby Club     |         |          |       |
| 2 | First Quarter Income |         |          |       |
| 3 | Description          | January | February | March |
| 4 | Joining Fees         | 4000    | 2000     | 1950  |
| 5 | Club House           | 3700    | 5500     | 5500  |
| 6 | Donations            | 350     | 0        | 275   |
| 7 | Other                | 275     | 136      | 400   |
| 8 | Monthly totals       |         |          |       |
| 9 |                      |         |          |       |

2. Enter a formula to work out the total income for January. Copy this across the row to work out the totals for the other months.
3. Add a new column headed '**Item Total**' and wrap the heading text for the new column.
4. Enter a formula to work out the total joining fees received during the quarter. Copy this formula down the column to work out totals for the other items. Rename this worksheet '**First Quarter Income**'
5. Create a bar chart showing the sources of income for January and move it to new sheet. Rename the sheet '**January Income**'.
6. Give the chart the title '**January Income**', and label the vertical axis '**Source of Income**' and the horizontal axis '**Income (€)**'. Remove any legend that may exist on the chart.
7. Add axis labels and format the axis labels to italic. Realign the y-axis ('Source of Income') labels, e.g. from horizontal to a slant.
8. Select an alternative chart title font and move the title to a new position on the chart. Add your name as a footer and view in print preview.
9. Change the chart to a pie chart, add a legend and label the sectors to show the % income. Print preview the amended chart.
10. Create a chart of any type on the First Quarter Income page to show only the source of income and the quarterly total. Format the chart to your liking.
11. On a new sheet, create a comparative column chart showing the income for all three months. Format the chart to your liking.
12. Save the '**Rugby.xlsx**' file.

1. Create the following spreadsheet, formatted as below, and save as '**TV**':

|   | A       | B         |
|---|---------|-----------|
| 1 | CHANNEL | %AUDIENCE |
| 2 | RTE     | 28        |
| 3 | Sky 1   | 18        |
| 4 | BBC 1   | 30        |
| 5 | BBC 2   | 14        |
| 6 | ITV     | 10        |
| 7 |         |           |



2. Use the data to produce a column chart with the title '**Television Share of Viewers**', the x-axis (horizontal) labelled '**TV Channels**' and the y-axis (Vertical) labelled '**% Audience**'.
  3. Reformat the title to bold, underlined and the axes labels to italic.
  4. Move the legend to the top, left-hand corner of the chart. Resize the chart if necessary.
  5. Save the changes
  6. Change the chart type to a pie chart. Format the data series to show both percentages and labels and delete the legend.
  7. Make other changes to colours and labels as required to your liking.
  8. Save the changes
1. Create the following spreadsheet, formatted as below, and save as '**Scores**':

|   | A       | B     |
|---|---------|-------|
| 1 | Name    | Score |
| 2 | Smith   | 245   |
| 3 | Green   | 199   |
| 4 | White   | 278   |
| 5 | Burton  | 362   |
| 6 | Dempsey | 299   |
| 7 | Sims    | 375   |
| 8 | Allen   | 204   |

2. Sort the data in alphabetical order.
  3. Create a 2D column chart to display the scores and leave it on the same sheet as the data. The title should be '**Final Results in 2010**', the axes should be labelled '**Names**' and '**Scores**' and there should be no legend.
  4. Resize the chart to display all the data fully and move it so that it does not cover the sheet data.
5. Save the changes
1. Open the '**Shares.xlsx**' file on your network drive and create a simple line chart with the title '**Share Prices January-May**' to display share prices for the five-month period. The x-axis should be labelled '**Months**', the y-axis should be labelled '**Price**' and the legend should show the different names.
  2. Leave the chart on the same sheet as the data, resize if necessary.
  3. Format the line colours to your liking.
  4. Save the changes

