

WEEK : 2

TOPIC : Microsoft Excel

AIM : To understand how to use Excel to create a worksheet.

LEARNING OUTCOMES:

After completing this Unit you should be able to understand:

1. Formatting table.
2. Creating Chart.
- 3.

TOPIC OUTLINE

1.1 Formatting

1.2 Chart

NOTES

1.1 Formatting of the Table.

1. Click the cell A1 to make it active.
2. Change the font size by clicking the font size box and choosing 18.

The screenshot shows a Microsoft Excel window titled "Motorcycles". The active cell is A1, which contains the text "Motorcycles Specialties Incorporate". The font size of this cell is set to 18. The table below is a sales comparison for 2000 and 2001 across different regions.

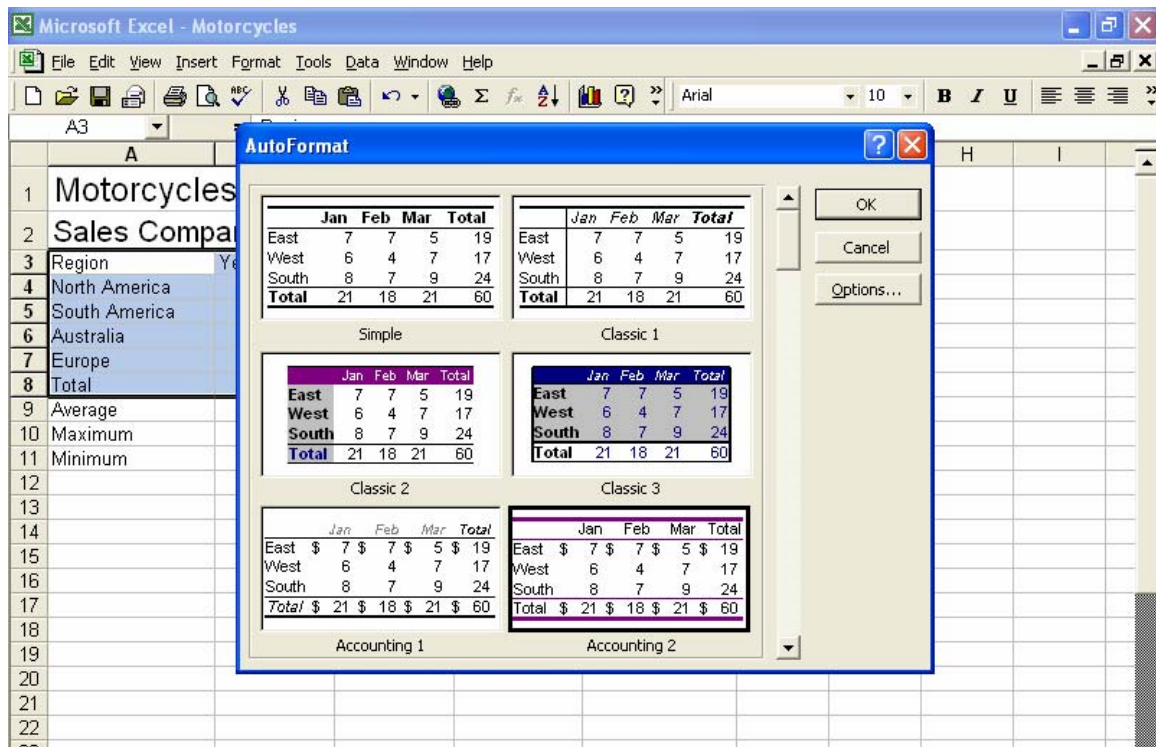
Region	Year 2001	Year 2000	% Change	\$ of 2001 Sales
North America	365000	314330	0.161200013	50670
South America	354250	292120	0.212686567	62130
Australia	251140	262000	-0.041450382	-10860
Europe	314400	279996	0.122873184	34404
Total	1284790	1148446	0.118720427	136344
Average	321197.5	287111.5	0.113827346	34086
Maximum	365000	314330	0.212686567	62130
Minimum	251140	262000	-0.041450382	-10860

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3. Highlight cell A3 until cell E8.
4. Select Format from the Menu bar. Choose AutoFormat

Region	Year 2001	Year 2000	% Change	\$ of 2001 Sales
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South America	354250	292120	0.212686567	62130
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5. Choose the Accounting 2 style and press OK button.





Now the Accounting 2 style is being applied to the table.

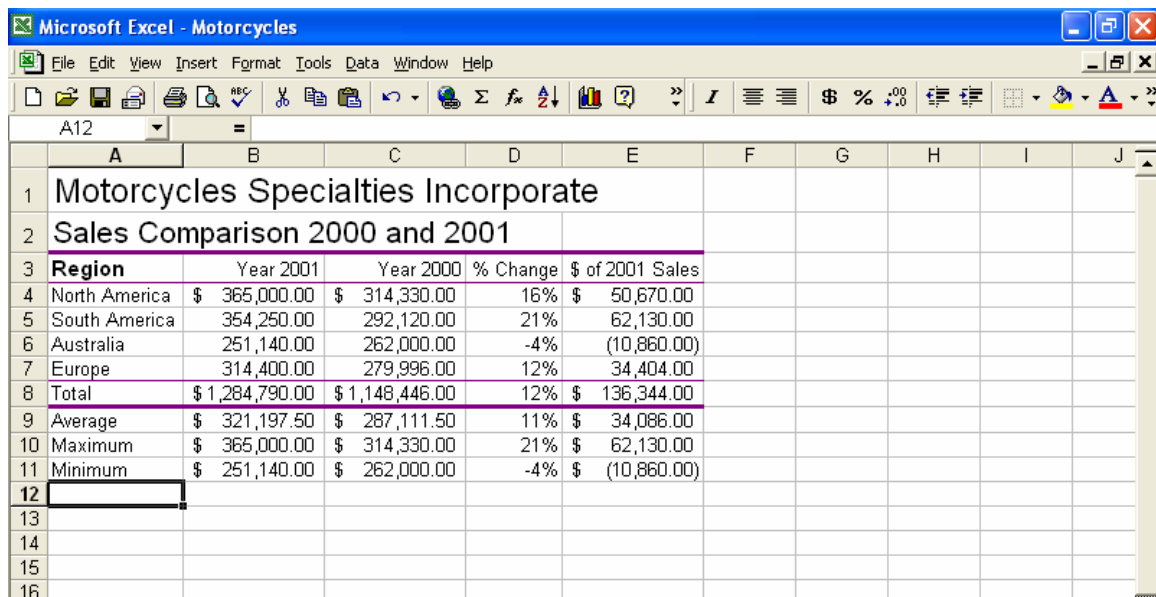
The screenshot shows the following table in Microsoft Excel:

Region	Year 2001	Year 2000	% Change	\$ of 2001 Sales
North America	\$ 365,000.00	\$ 314,330.00	\$ 0.16	\$ 50,670.00
South America	354,250.00	292,120.00	0.21	62,130.00
Australia	251,140.00	262,000.00	(0.04)	(10,860.00)
Europe	314,400.00	279,996.00	0.12	34,404.00
Total	\$ 1,284,790.00	\$ 1,148,446.00	\$ 0.12	\$ 136,344.00
Average	321197.5	287111.5	0.113827	34086
Maximum	365000	314330	0.212687	62130
Minimum	251140	262000	-0.04145	-10860

Let us apply the currency and percentage format onto the remaining figures.

1. Highlight cell B9 to cell C11.
2. Click the Currency Style button . Repeat the same step for cell E9 to cell E11.

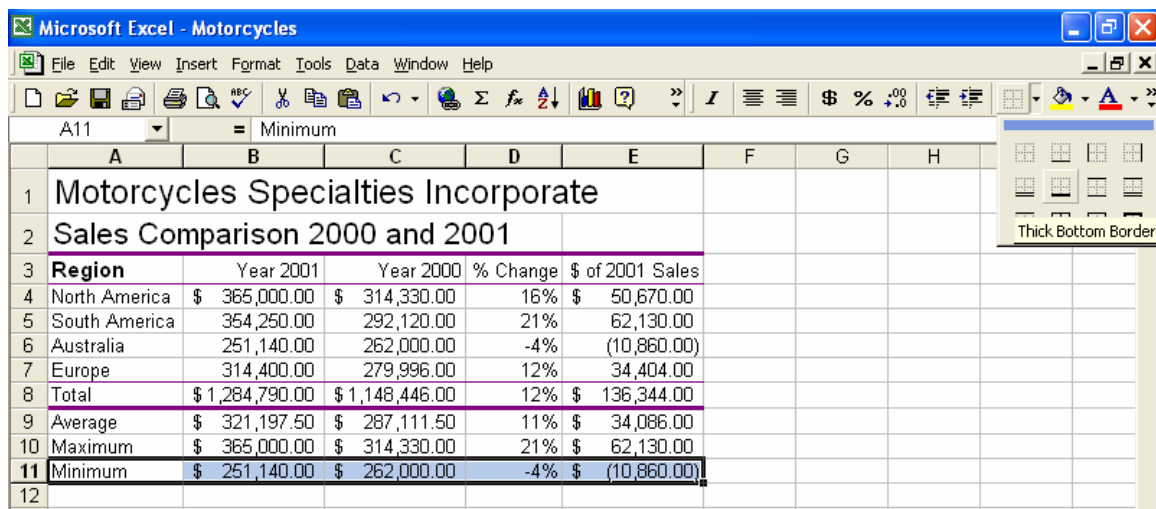
- Now select cell D9 to cell D11 to apply percentage style . Click the percentage style button to apply.
- Select cell D4 to cell D8 and apply the percentage style.



Region	Year 2001	Year 2000	% Change	\$ of 2001 Sales
North America	\$ 365,000.00	\$ 314,330.00	16%	\$ 50,670.00
South America	354,250.00	292,120.00	21%	62,130.00
Australia	251,140.00	262,000.00	-4%	(10,860.00)
Europe	314,400.00	279,996.00	12%	34,404.00
Total	\$ 1,284,790.00	\$ 1,148,446.00	12%	\$ 136,344.00
Average	\$ 321,197.50	\$ 287,111.50	11%	\$ 34,086.00
Maximum	\$ 365,000.00	\$ 314,330.00	21%	\$ 62,130.00
Minimum	\$ 251,140.00	\$ 262,000.00	-4%	\$ (10,860.00)

Border

- Select cell A11 to cell E11.
- Click the arrow on border button for the toolbar and select the thick bottom border.



Region	Year 2001	Year 2000	% Change	\$ of 2001 Sales
North America	\$ 365,000.00	\$ 314,330.00	16%	\$ 50,670.00
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Microsoft Excel - Motorcycles

File Edit View Insert Format Tools Data Window Help

A13 =

	A	B	C	D	E	F	G	H	I	J
1	Motorcycles Specialties Incorporate									
2	Sales Comparison 2000 and 2001									
3	Region	Year 2001	Year 2000	% Change	\$ of 2001 Sales					
4	North America	\$ 365,000.00	\$ 314,330.00	16%	\$ 50,670.00					
5	South America	354,250.00	292,120.00	21%	62,130.00					
6	Australia	251,140.00	262,000.00	-4%	(10,860.00)					
7	Europe	314,400.00	279,996.00	12%	34,404.00					
8	Total	\$ 1,284,790.00	\$ 1,148,446.00	12%	\$ 136,344.00					
9	Average	\$ 321,197.50	\$ 287,111.50	11%	\$ 34,086.00					
10	Maximum	\$ 365,000.00	\$ 314,330.00	21%	\$ 62,130.00					
11	Minimum	\$ 251,140.00	\$ 262,000.00	-4%	\$ (10,860.00)					
12										
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Ready

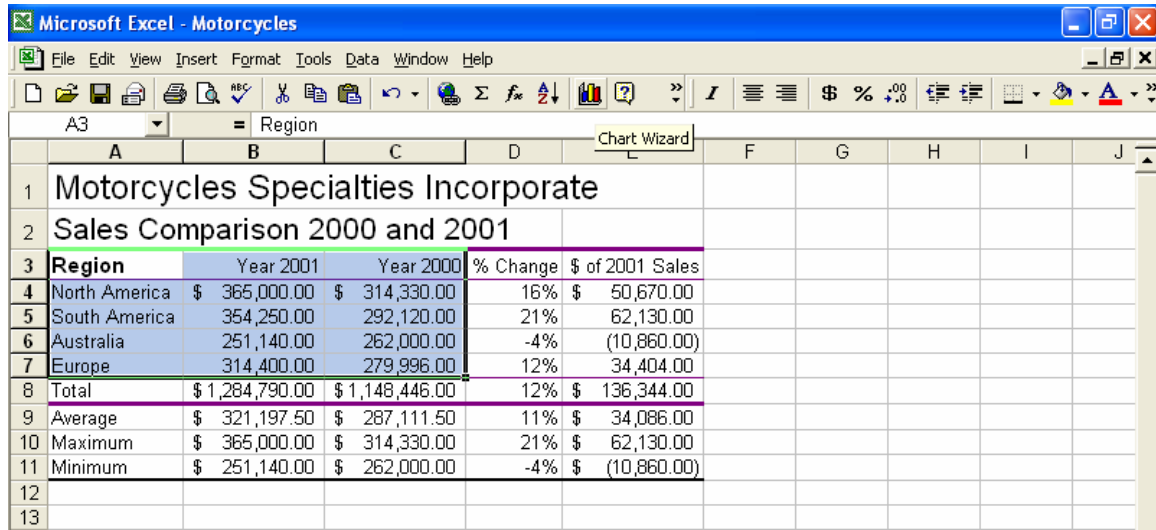
start Information Communi... Microsoft Excel - Mot... 3:02 PM



1.2 Adding 3-D Column Chart to the worksheet

The 3-D Column chart is called an embedded chart because it is drawn from the same worksheet as the data.

1. Select the cell A3 to cell C7.
2. Click the Chart Wizard button on the standard toolbar .



Region	Year 2001	Year 2000	% Change	\$ of 2001 Sales
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3. With Column selected in the Chart type list, click the 3-D Column chart sub-type.

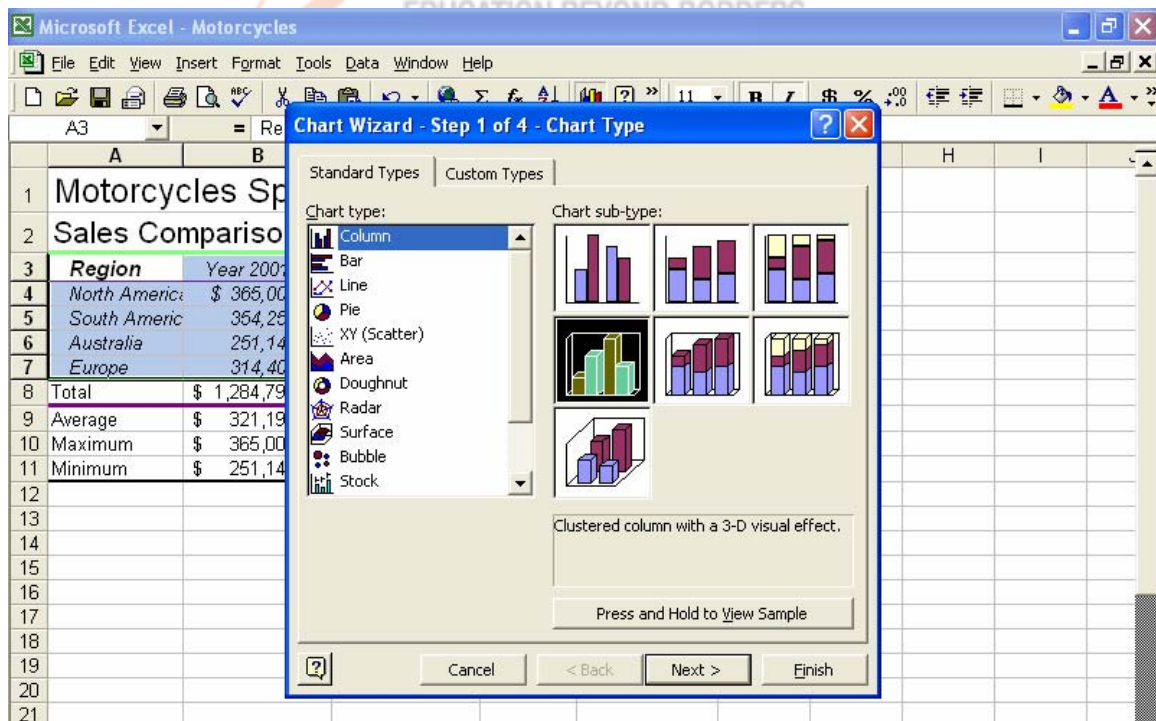


Chart Wizard - Step 1 of 4 - Chart Type

Standard Types | Custom Types

Chart type: Column

Chart sub-type: 3-D Column

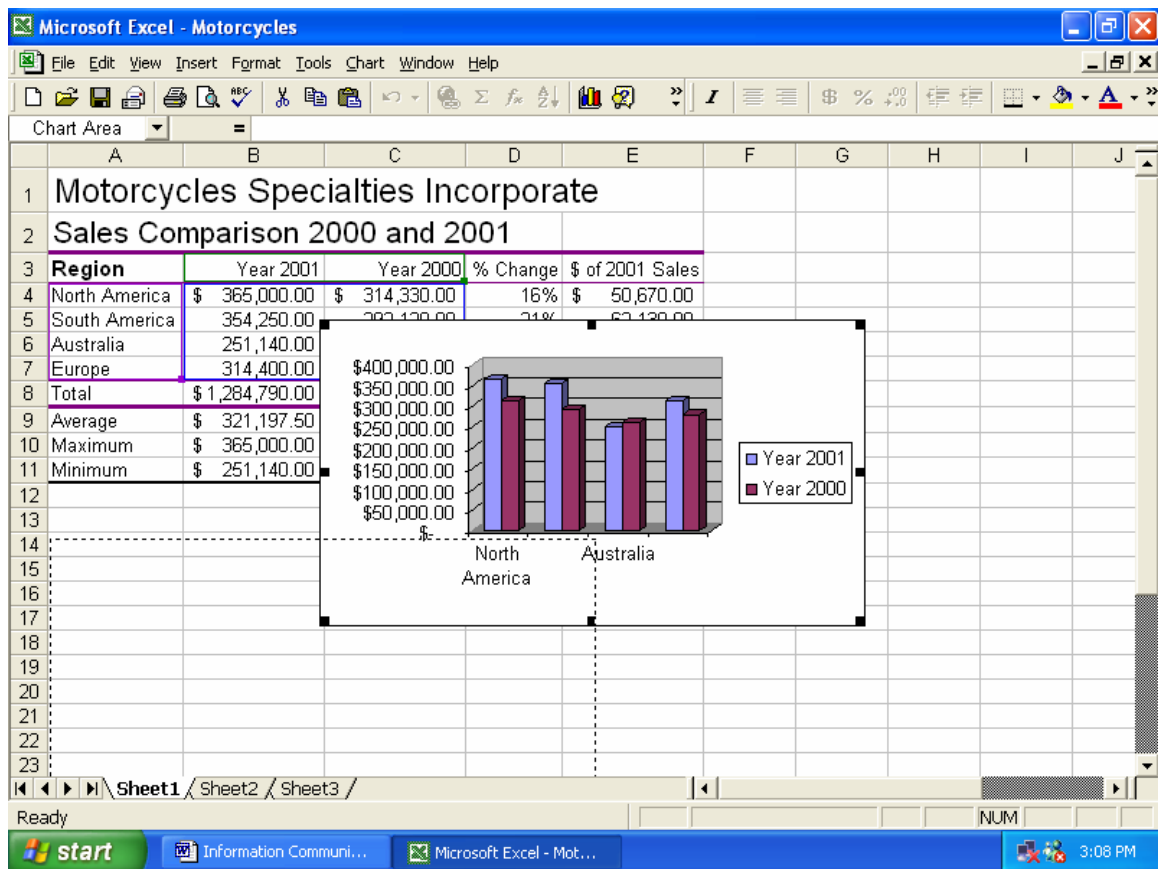
Clustered column with a 3-D visual effect.

Press and Hold to View Sample

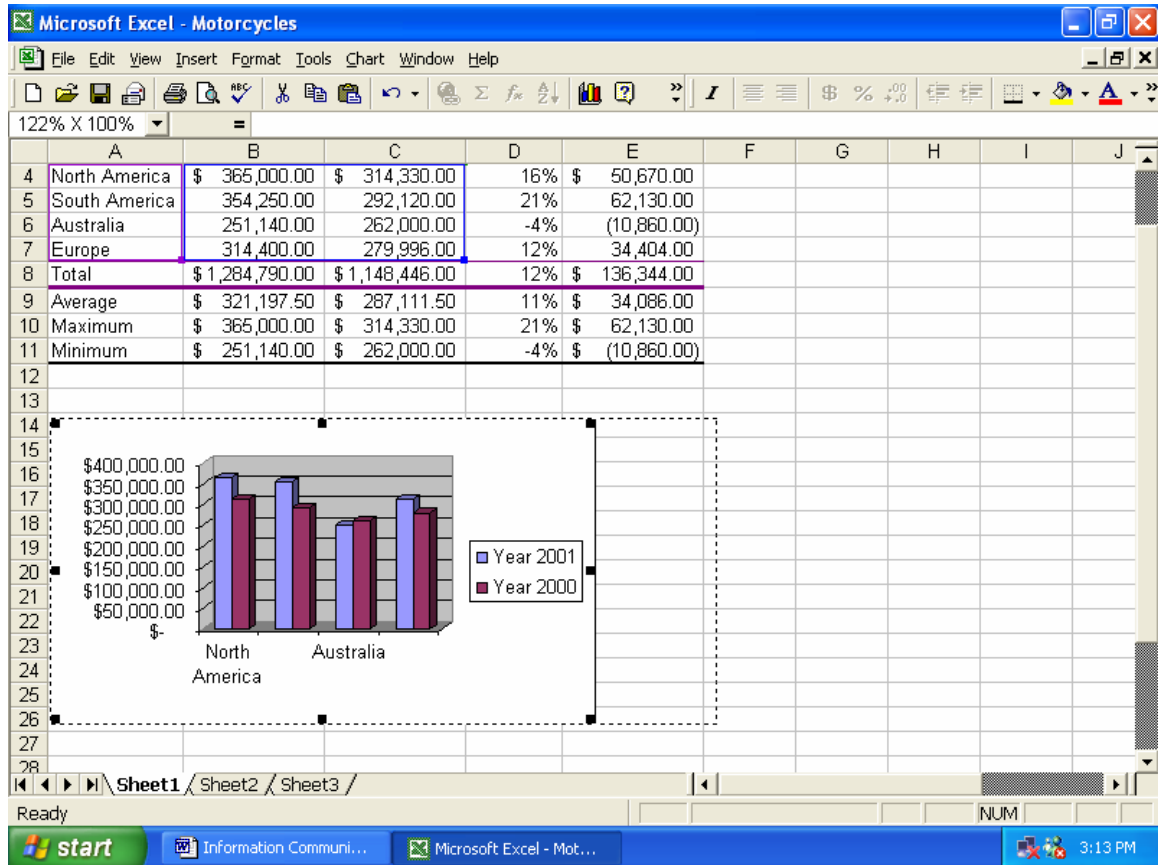
Cancel < Back Next > Finish

4. Click Finish button.

- Point to an open area in the lower right section of the Chart Area, drag the chart down and to the left to position the upper left corner of the dotted line rectangle over the upper-left corner of cell A13.



- Point to the middle sizing handle on the right edge of the selection of the selection rectangle.
- Drag the sizing handle to the right edge of the column E.



Now we have completed the worksheet.

1. Save your worksheet.
2. Print the worksheet by choosing File>Print.