LESSON 1

Practice It Activities

Step-By-Step

1. Open your **e1-6** file.
2. Choose **Office>Save As**. In the File name box, key: e1rev-[your first initial and last name]1.
3. Ask your teacher for the location you should select in the **Save in** box. Select that location. Click **Save**.
4. In cells **D1** through **E4**, key the new data shown in Figure 1.26.
5. Point to the line between the letters **D** and **E**. Drag the double arrow until all of the contents fit in column **D**.
6. Choose **View>Zoom**.
7. Click **Custom**. Key: 125. Click **OK**.
8. **CHECK** Your screen should look like Figure 1.27.
9. Choose **View>100%**.
10. Save and close your file.

1. Insert Cell Contents and Change Zoom View

Follow the steps to complete the activity.

FIGURE 1.26 New data added to worksheet

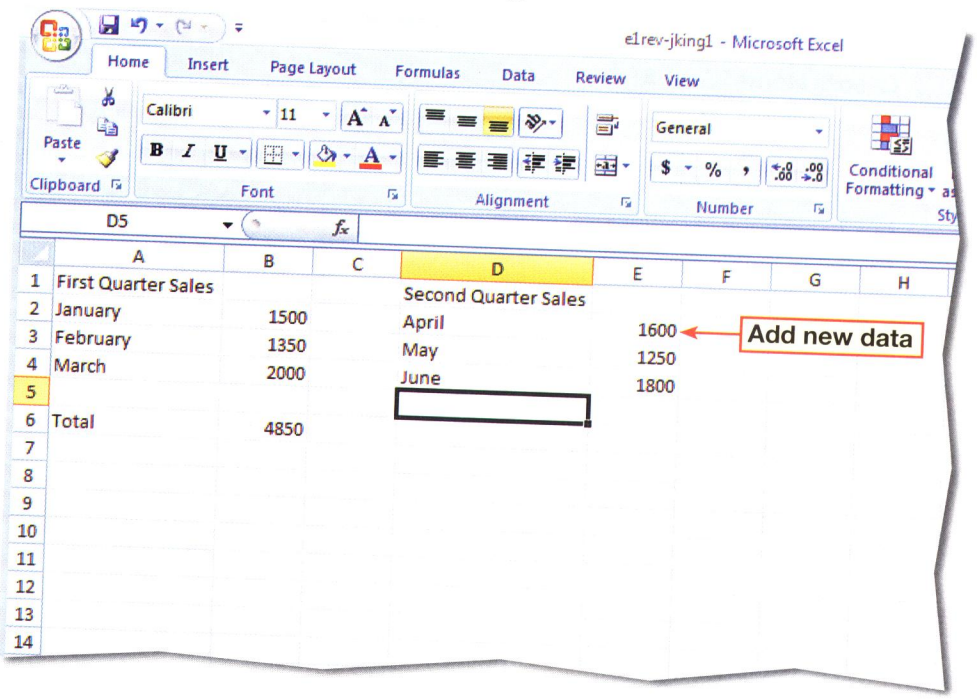
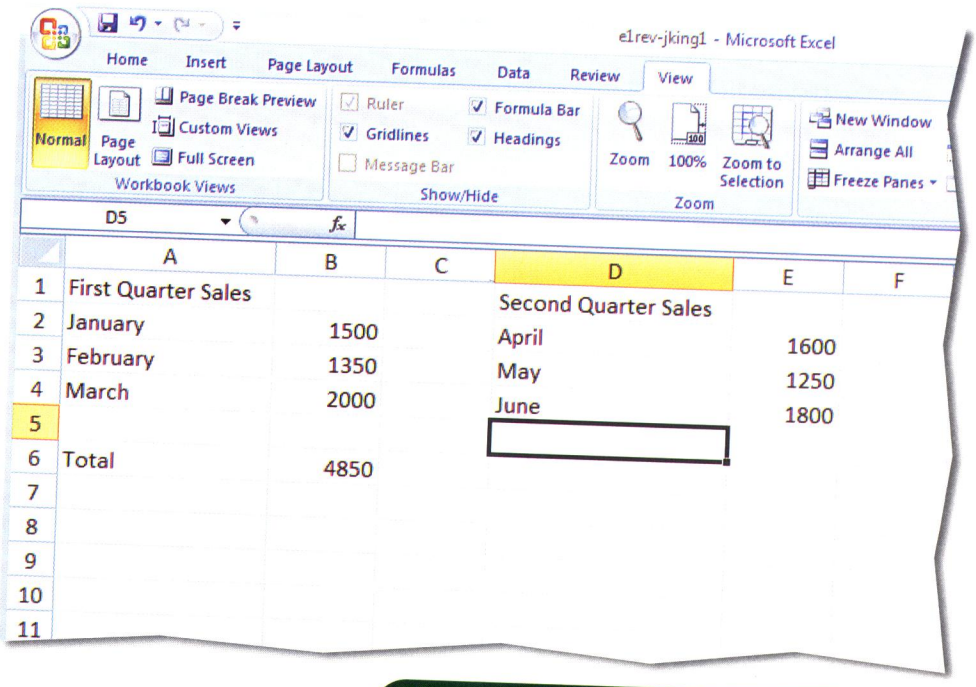


FIGURE 1.27 Screen at 125% zoom



Step-By-Step

1. Open your **e1rev-1** file. Save as: e1rev-[your first initial and last name]2.
2. Click cell **B2**.
3. Key: 1550.
4. Press ENTER.
5. **CHECK** Your screen should look like Figure 1.28.
6. Click **Undo**.
7. **CHECK** Your screen should look like Figure 1.29.
8. Click **Redo**. The changes you made to cell B2 reappear, the total is recalculated.
9. **CHECK** Your screen should look like Figure 1.28.
10. Save and close your file.

2. Edit Cell Contents

Follow the steps to complete the activity. You must complete Practice It Activity 1 before doing this activity.

FIGURE 1.28 Edited cell

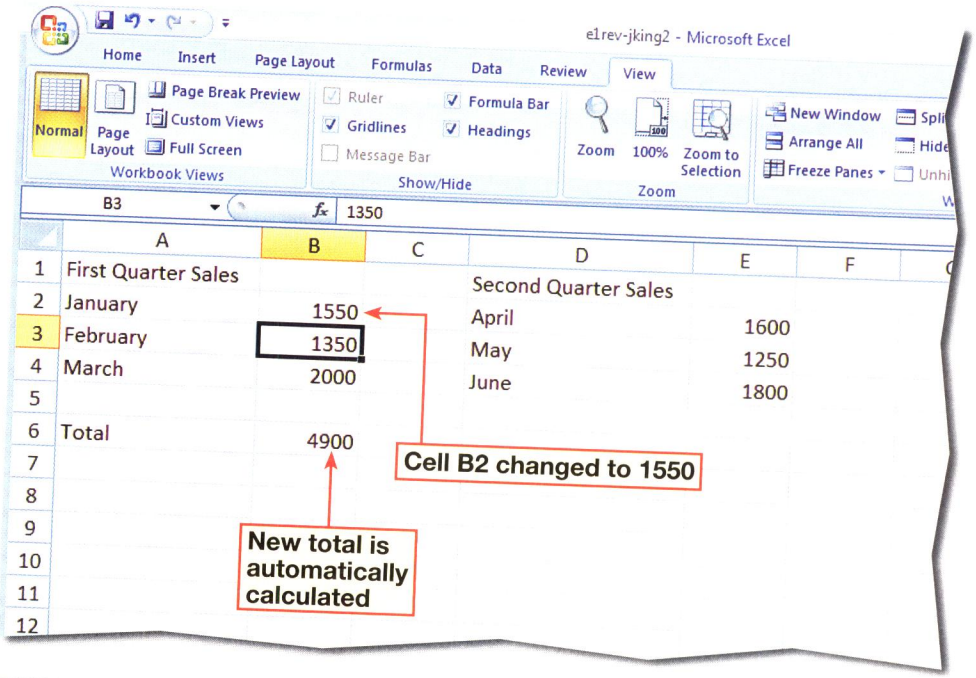
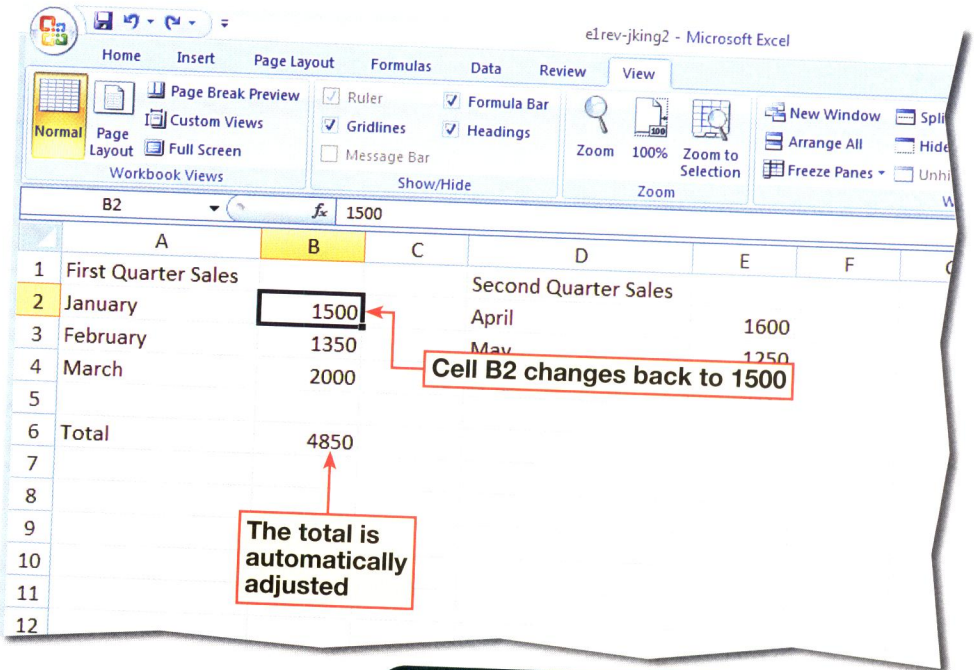


FIGURE 1.29 Undo



Step-By-Step

1. Open your **e1rev-2** file. Save as: e1rev-[your first initial and last name]3.
2. Click cell **E6**.
3. Choose **Formulas>Function Library>AutoSum** Σ.
4. Select cells **E2** to **E4**. Press ENTER.
5. CHECK Your screen should look like Figure 1.30.
6. Choose **Office>Print>Print Preview**.
7. CHECK Your screen should look like Figure 1.31.
8. Click **Close Print Preview** to close Print Preview.
9. Choose **Office>Print**. With your teacher's permission, click **OK** to print the document.
10. Save and close your file.

3. Calculate a Sum and Print a Worksheet

Follow the steps to complete the activity. You must complete Practice It Activity 2 before doing this activity.

FIGURE 1.30 AutoSum results

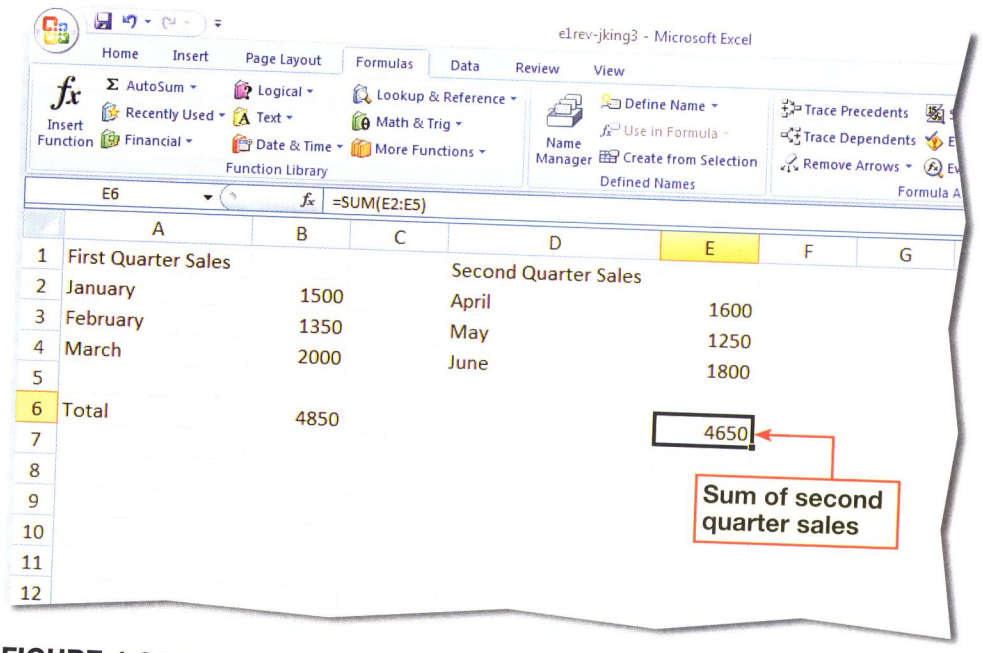
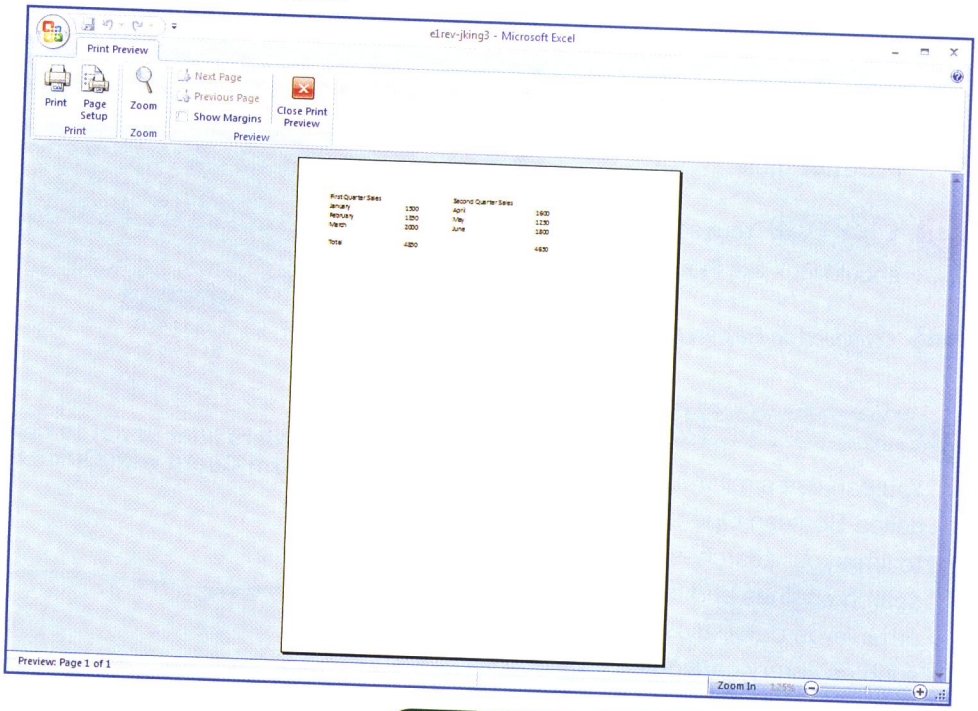


FIGURE 1.31 Print Preview



LESSON 1 You Try It Activities

Step-By-Step

1. Create a new workbook.
2. Save as: e1rev-[your first initial and last name]4.
3. In cell **A2**, key: Monday. In cell **A3**, key: Tuesday. Continue until Wednesday, Thursday, Friday, Saturday, and Sunday are keyed down the first column of the workbook.
4. Adjust the line between **A** and **B** until *Wednesday* fits in cell **A4**.
5. In cell **B1**, key: Week 1.
6. In cells **B2** to **B8**, key the number of hours shown in Figure 1.32.
7. Zoom in to **200%**.
8. CHECK Your screen should look like Figure 1.33.
9. Change the zoom back to **100%**.
10. Save and close your file.

4. Make a Schedule

You have just started a new job. You have new responsibilities and a busy schedule. You decide to use Excel to create a schedule for each day of the work week.

FIGURE 1.32 Work schedule

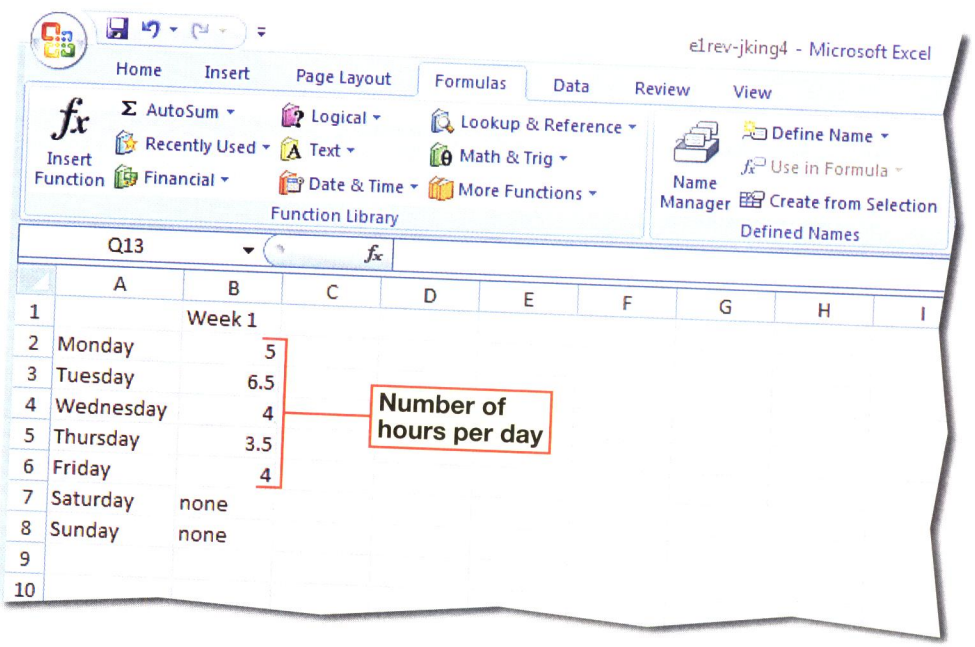
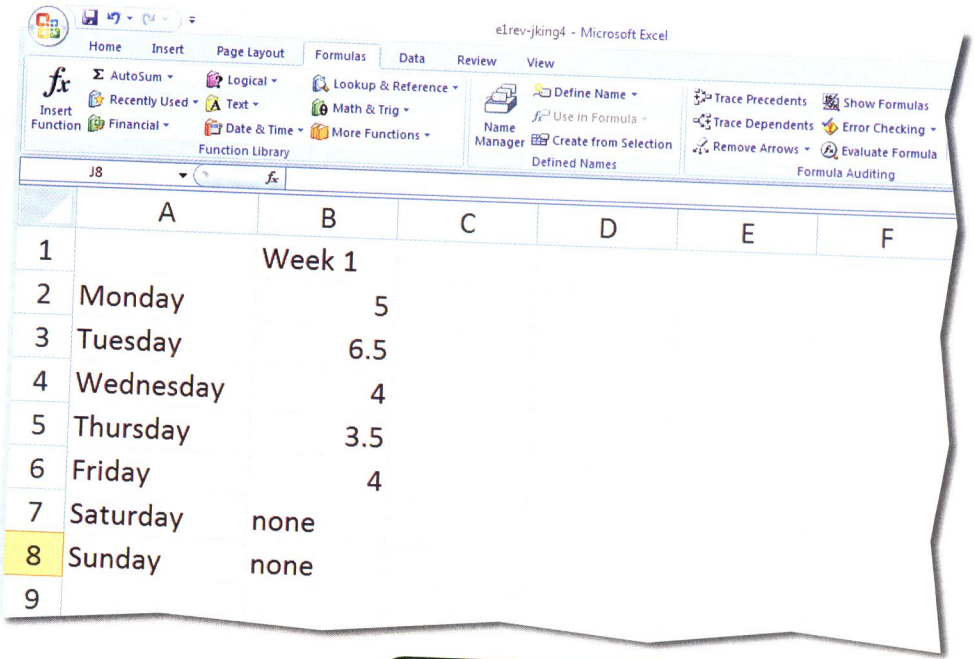


FIGURE 1.33 200% zoom



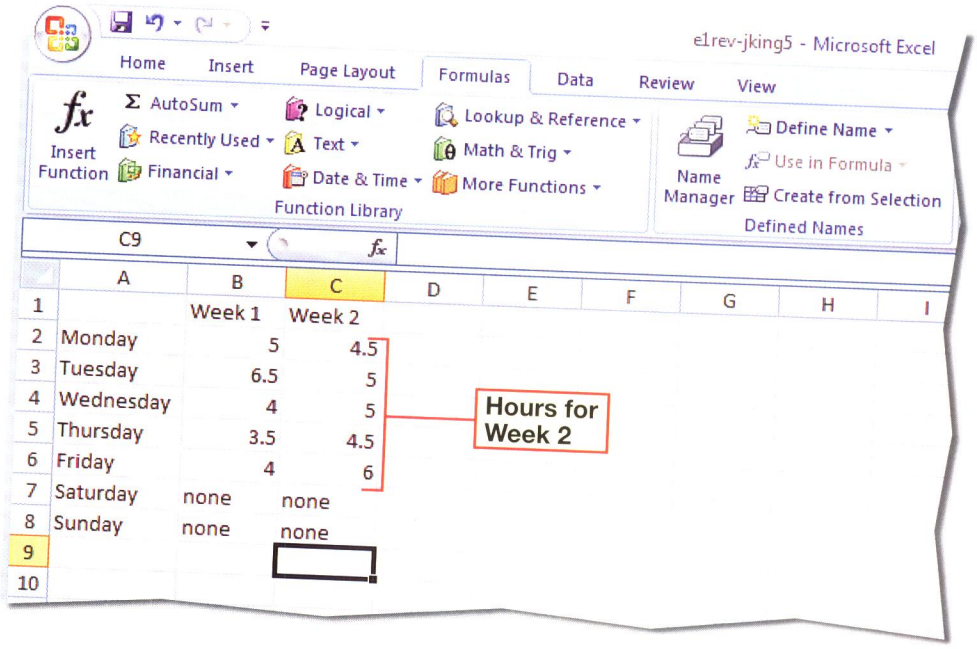
Step-By-Step

1. Open your **e1rev-4** file.
2. Save as: e1rev-[your first initial and last name]5.
3. In cell **C1**, key: Week 2.
4. In cells **C2** to **C8**, key the number of hours shown in Figure 1.34.
5. In cell **C3**, change **5** to **6**.
6. In cell **A10**, key: Total Hours.
7. Click cell **B10**. Use **AutoSum** to calculate the total hours for Week 1.
8. Click cell **C10**. Use **AutoSum** to calculate the total hours for Week 2.
9. CHECK Your screen should look like Figure 1.35.
10. Save and close your file.

5. Calculate Weekly Hours

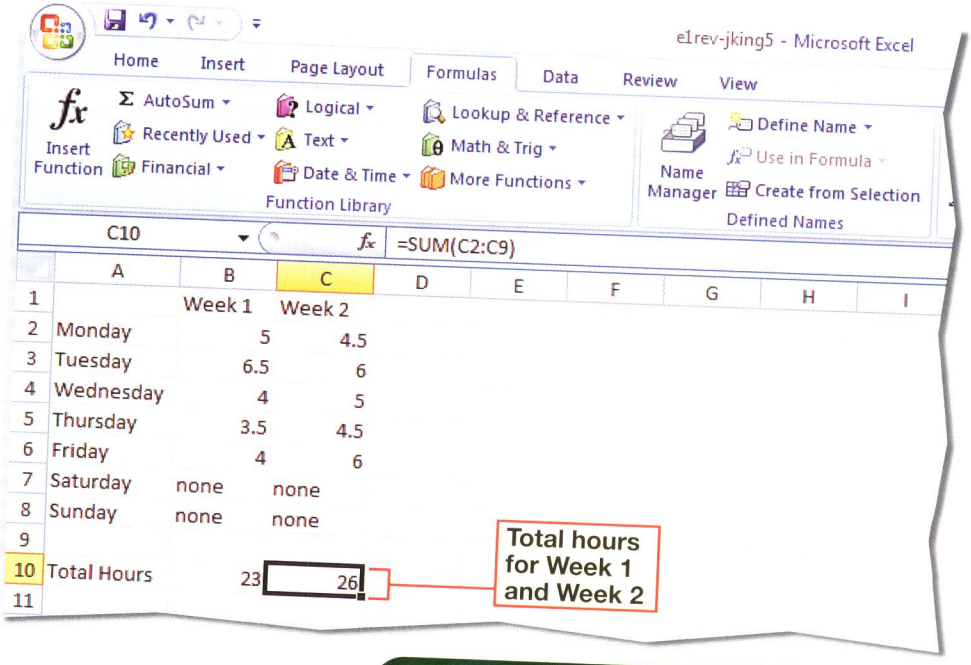
You decide to use AutoSum to compare how many hours you are working each week at your new job. You must complete You Try It Activity 4 before doing this activity.

FIGURE 1.34 Week 2 schedule



	A	B	C
1		Week 1	Week 2
2	Monday	5	4.5
3	Tuesday	6.5	5
4	Wednesday	4	5
5	Thursday	3.5	4.5
6	Friday	4	6
7	Saturday	none	none
8	Sunday	none	none
9			
10			

FIGURE 1.35 AutoSum results



	A	B	C
1		Week 1	Week 2
2	Monday	5	4.5
3	Tuesday	6.5	6
4	Wednesday	4	5
5	Thursday	3.5	4.5
6	Friday	4	6
7	Saturday	none	none
8	Sunday	none	none
9			
10	Total Hours	23	26
11			

LESSON 1 Challenge Yourself Projects

Before You Begin

Budget Expenses Whether you need to plan a party or buy school supplies, creating a budget can help you track costs and monitor your spending. These projects teach you how to use a spreadsheet to create a budget.

Reflect Once you complete the projects, open a Word document and answer the following questions:

1. What are some of the benefits of using Excel to create a budget?
2. How did Excel help you determine whether or not you were within your budget?
3. How might you use Excel to budget your time?

9. Create a Budget

Rubric R

Math: Track Expenses Your supervisor at your summer job has asked you to help organize an upcoming office party. She gives you a budget of $250. You decide to create an Excel worksheet that tracks the party's budget. List the following categories in the first column:

- Food
- Music
- Decorations
- Gift

Adjust column width so that all of the categories fit.

Save your worksheet as: e1rev-[your first initial and last name]9.

10. Calculate Total Costs

Rubric R

Math: Calculate Costs After looking into prices for your office party, you come up with estimates for each category. Enter the following costs in your party budget worksheet:

- Food = $85
- Music = $150
- Decorations = $25
- Gifts = $40

Use **AutoSum** to calculate the total cost of the party. Are the costs within your budget? Save your worksheet as: e1rev-[your first initial and last name]10.

11. Create an Alternative Budget

Rubric R

Math: Analyze Data Your supervisor looks at your budget and asks you to create a new budget that costs no more than $200.

- Create a new worksheet.
- In the third column of your worksheet, enter a different cost for each category.
- Use **AutoSum** to find the total cost of the alternative budget.
- If the budget is still over $200, reduce some of the costs and recalculate the total price of the party.

Save your workbook as: e1rev-[your first initial and last name]11.