1. Enter, Edit, and Clear Cell Contents

Follow the steps to complete the activity.

FIGURE 2.25 List of months

Step-By-Step

1. Open the data file **Clients.xlsx**. Close the task pane, if necessary.

2. Save the file as: Clients-[your first initial and last name]1.

3. Click cell **A6**. Key: Chris. Press ENTER.

4. Key: Sam. Press ENTER.

5. (i)**CHECK** Your screen should look like Figure 2.25.

6. Double-click cell **B1**. Click between the *k* and *1*. Press the spacebar.

7. Click cell **D5**. Press ←BACKSPACE.

8. (i)**CHECK** Your screen should look like Figure 2.26.

9. Save and close your file.

FIGURE 2.26 Editing and clearing contents
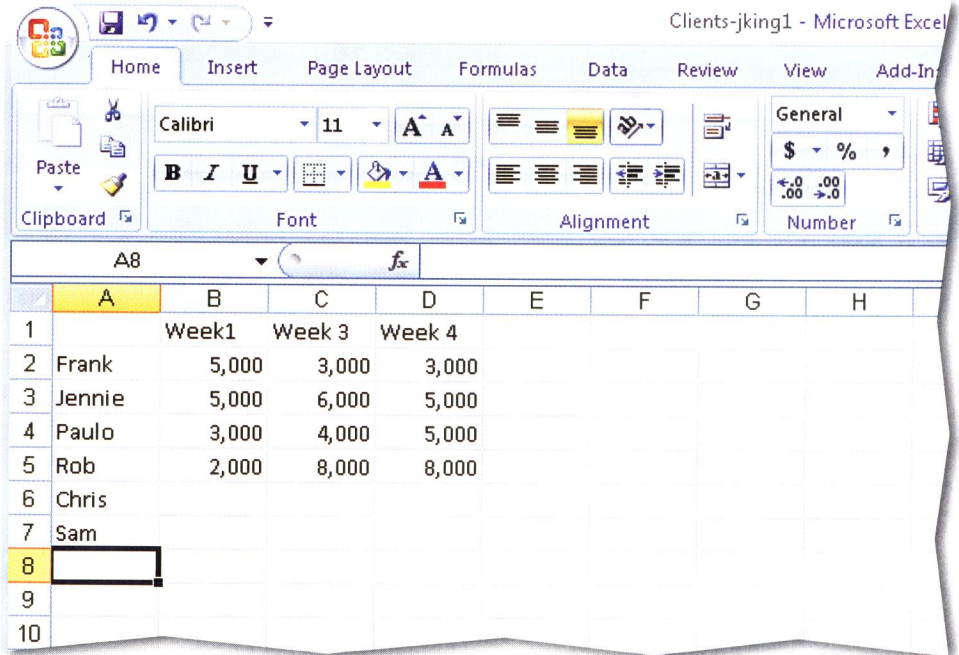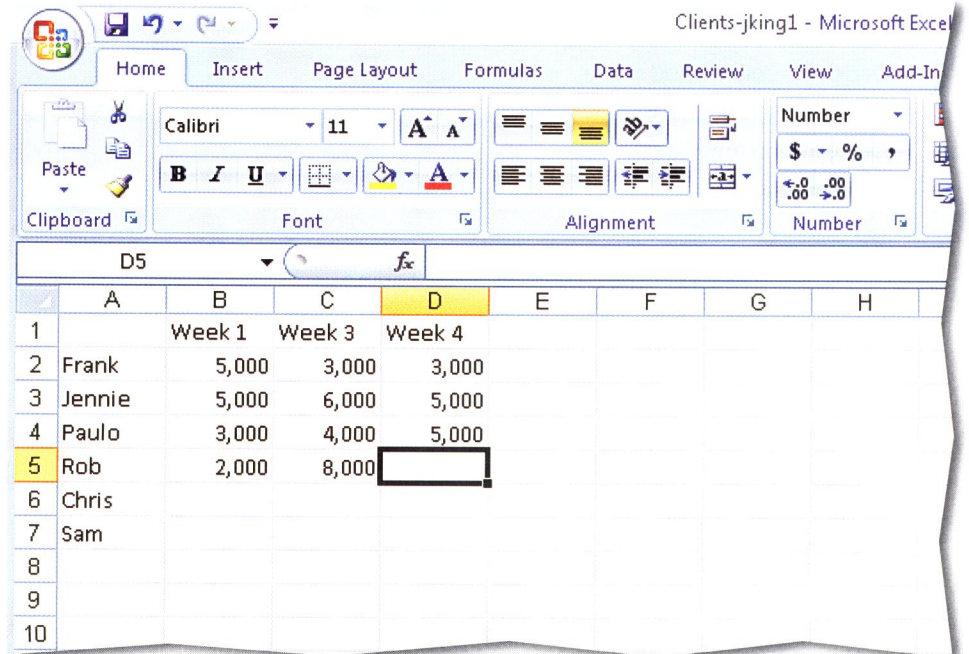
2. Insert and Delete Rows, Columns, and Cells

Follow the steps to complete the activity.

Step-By-Step

1. Open your **Clients-1** file.

2. Save the file as: Clients-[your first initial and last name]2.

3. Click column heading **C**. Choose **Home>Cells**. Click the **Insert Cells** drop-down arrow. Select **Insert Sheet Columns**.

4. **iCHECK** Your screen should look like Figure 2.27.

5. Click cell **C1**. Key: Week 2. Click row heading **5**. Click the **Insert Cells** drop-down arrow. Select **Insert Sheet Rows**. Click cell **A5**. Key: Quentin. Click cell **B5**. Key: 4,000.

6. Point to the lower right corner of cell **B5**. Drag the box to cover cells **B5** through **E5**.

7. Click cell **C5**. Click the **Insert Cells** drop-down arrow. Select **Insert Cells**. Select **Shift cells down**. Click **OK**.

8. **iCHECK** Your screen should look like Figure 2.28.

FIGURE 2.27 Inserting columns
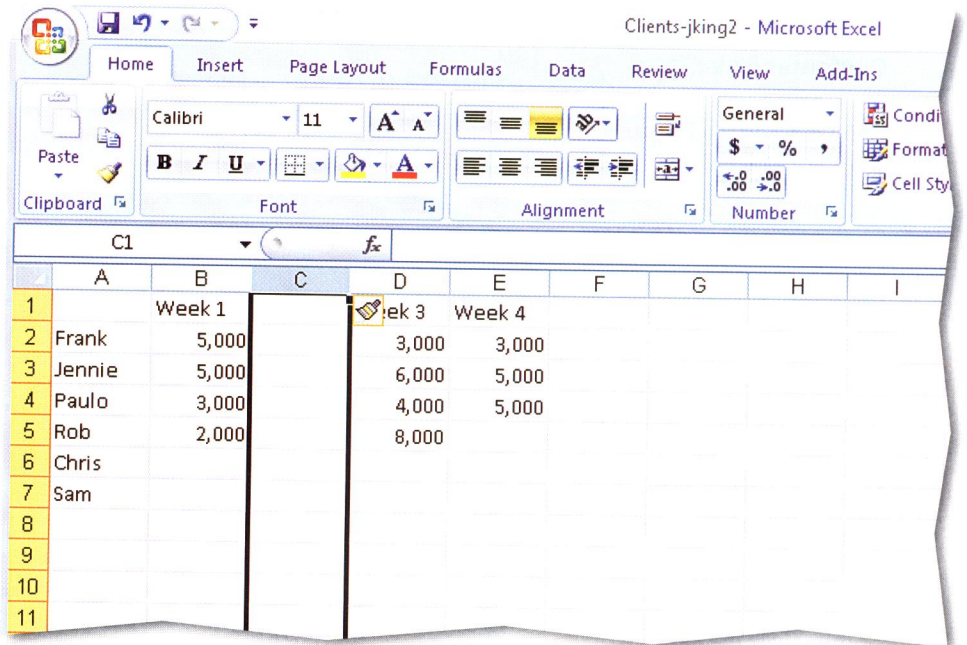
FIGURE 2.28 Inserting rows and cells

3. Use AutoSum, AVERAGE, MIN, and MAX

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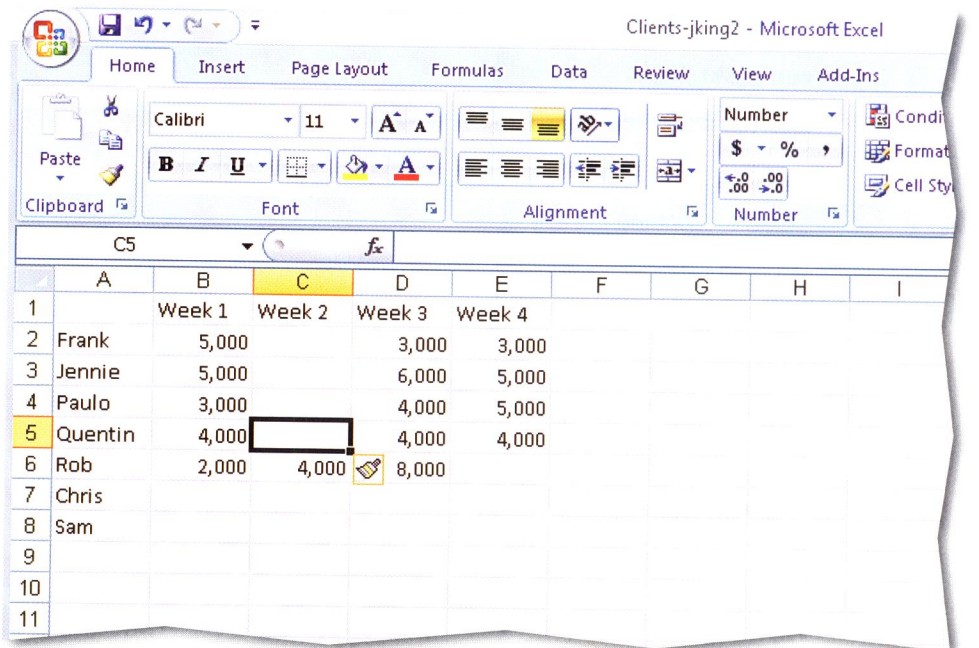
Step-By-Step

1. Open your **Clients-2** file. Save the file as: Clients-[your first initial and last name]3.

2. Select cells **B2** to **B5**. Point to the lower right corner of cell **B5**. Drag to cells **C2** through **C5** (see Figure 2.29).

3. Delete cells **A7** and **A8**. In cell **E6**, key: 5,000. In **A8** through **A11**, key the four cells shown in Figure 2.29.

4. Click cell **B8**. Choose **Formulas>Function Library>AutoSum**. Press ENTER.

5. Click the **AutoSum** drop-down arrow. Choose **Average**. Select cells **B2** to **B6**. Press ENTER.

6. Repeat step 5 but choose **Min**. Select cells **B2** to **B6**. Press ENTER.

7. Repeat step 6 but choose **Max**. Select cells **B2** to **B6**. Press ENTER.

8. ⓘCHECK Your screen should look like Figure 2.30. Save and close your file.
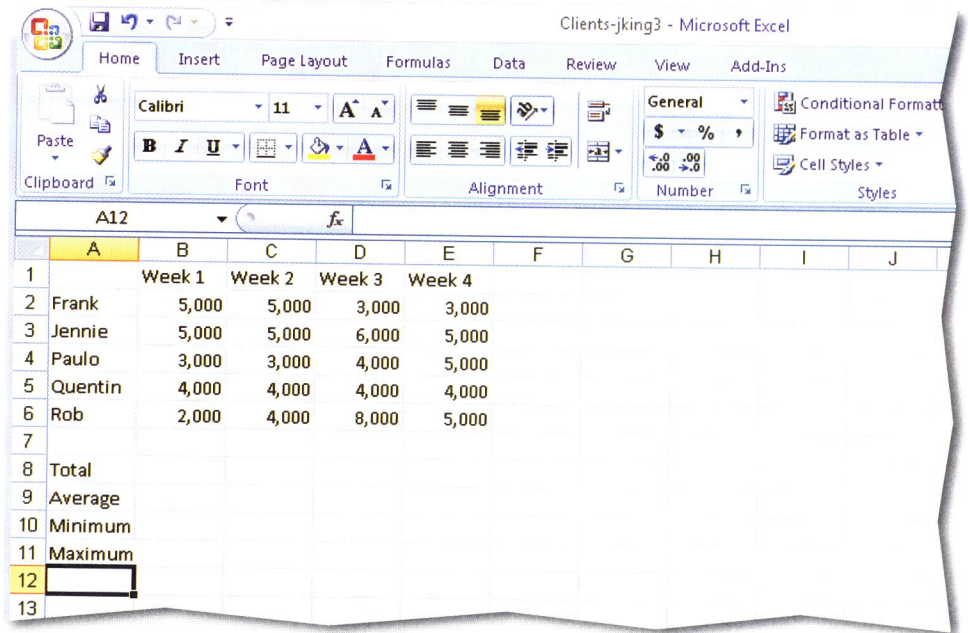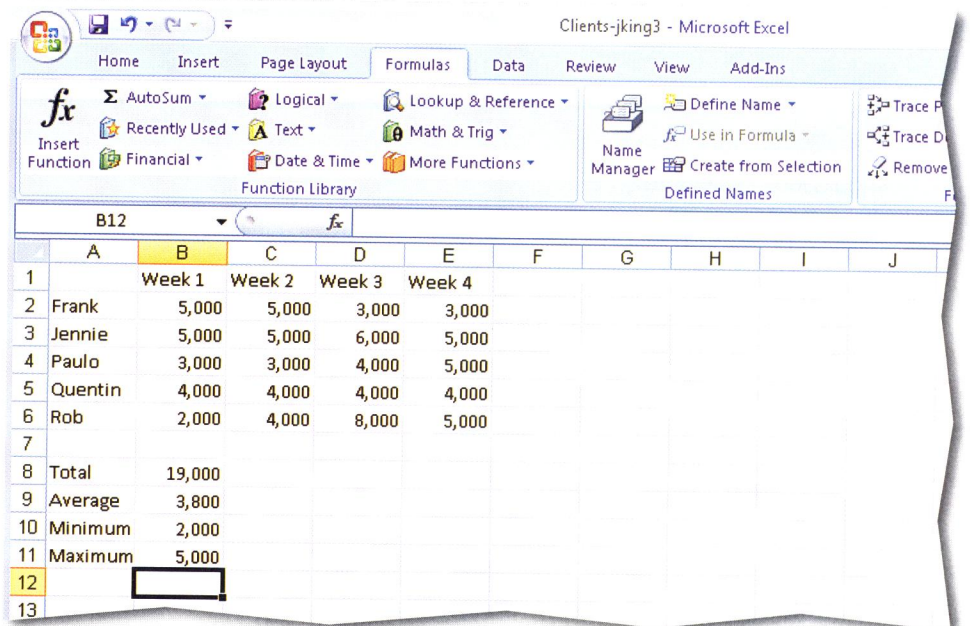
FIGURE 2.29 Copy cells

FIGURE 2.30 Function results

Step-By-Step

4. Edit a Worksheet

You are creating a chart that shows your classmates' favorite sports teams. While proofreading your chart, you notice that there are some errors you need to correct.

1. Open the data file **Teams.xlsx**. Close the task pane if necessary.

2. **CHECK** Your screen should look like Figure 2.31. Save the file as: Teams-[your first initial and last name]4.

3. In cell **A10**, change **Jessic** to **Jessica**.

4. Clear the contents of cell **A11**.

5. Use **Replace** to change every **Jagwars** to **Jaguars**.

6. In cell **D3**, change **RED** to **Red**.

7. Click cell **D2**. Shift the cells in the column down so **D2** becomes cell **D3**.

8. Move the contents of cell **C11** to cell **D2**.

9. Press CTRL + HOME.

10. **CHECK** Your screen should look like Figure 2.32. Save and close your file.
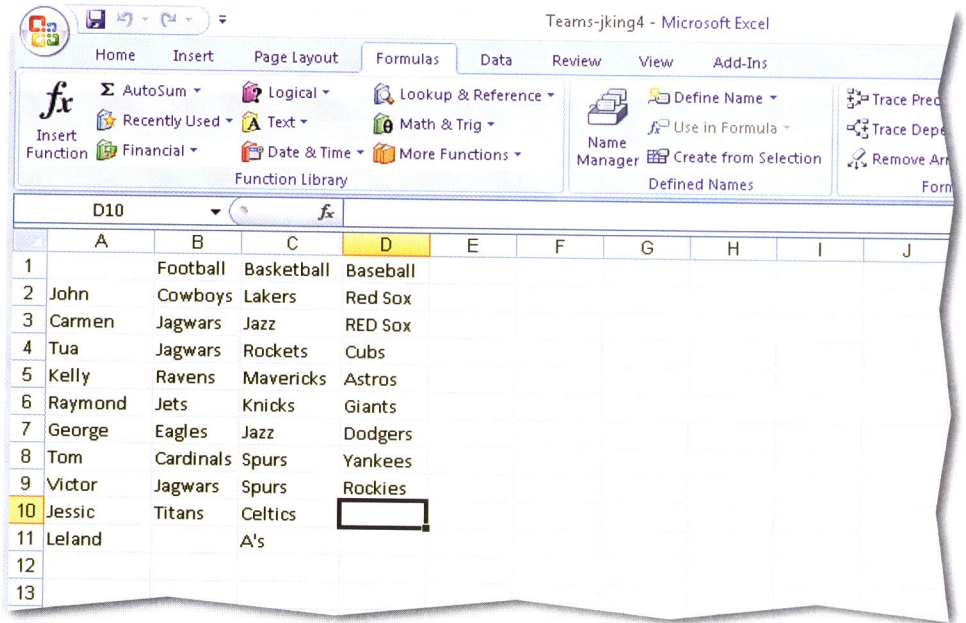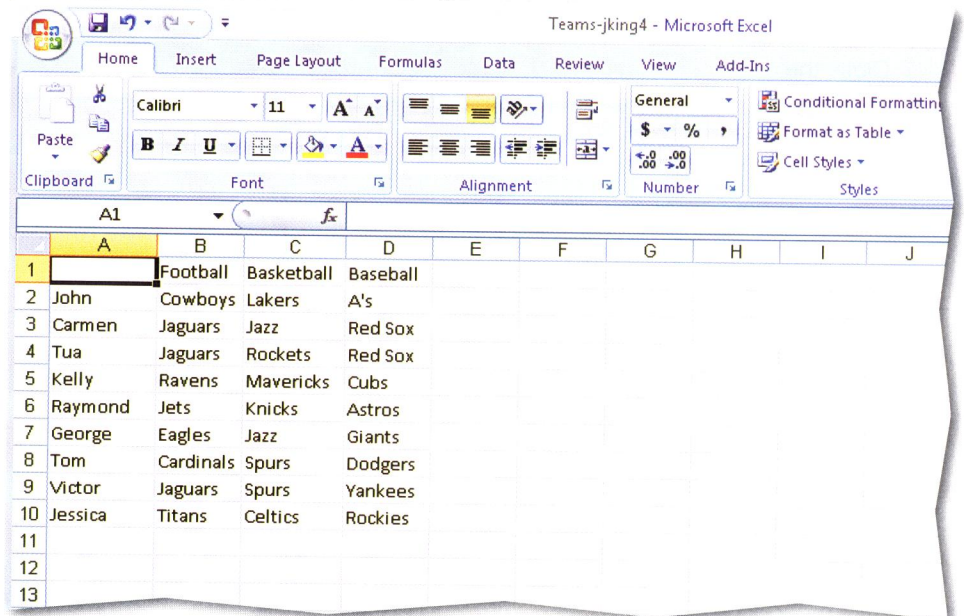
FIGURE 2.31 Favorite teams chart

	A	B	C	D	E	F	G	H	I	J
1		Football	Basketball	Baseball						
2	John	Cowboys	Lakers	Red Sox						
3	Carmen	Jagwars	Jazz	RED Sox						
4	Tua	Jagwars	Rockets	Cubs						
5	Kelly	Ravens	Mavericks	Astros						
6	Raymond	Jets	Knicks	Giants						
7	George	Eagles	Jazz	Dodgers						
8	Tom	Cardinals	Spurs	Yankees						
9	Victor	Jagwars	Spurs	Rockies						
10	Jessic	Titans	Celtics							
11	Leland		A's							
12										
13										

FIGURE 2.32 Favorite teams chart after editing

	A	B	C	D	E	F	G	H	I	J
1		Football	Basketball	Baseball						
2	John	Cowboys	Lakers	A's						
3	Carmen	Jaguars	Jazz	Red Sox						
4	Tua	Jaguars	Rockets	Red Sox						
5	Kelly	Ravens	Mavericks	Cubs						
6	Raymond	Jets	Knicks	Astros						
7	George	Eagles	Jazz	Giants						
8	Tom	Cardinals	Spurs	Dodgers						
9	Victor	Jaguars	Spurs	Yankees						
10	Jessica	Titans	Celtics	Rockies						
11										
12										
13										

5. Compute Sales

You are a salesperson at a sporting goods store. Your supervisor has given you the amount of units sold for four items during the months of January through June. The items are baseballs, skis, sleds, and tents. He wants you to create a workbook to analyze the sales.

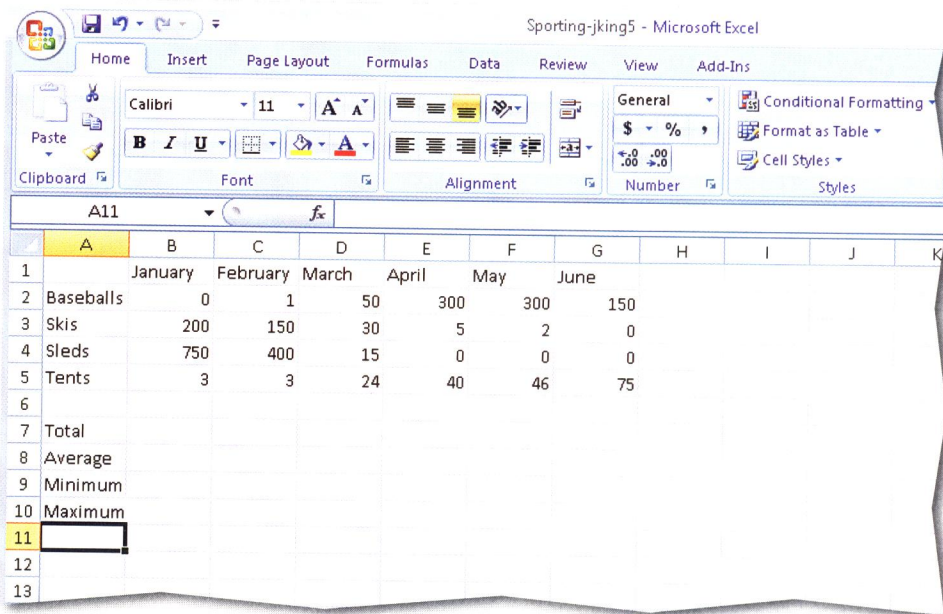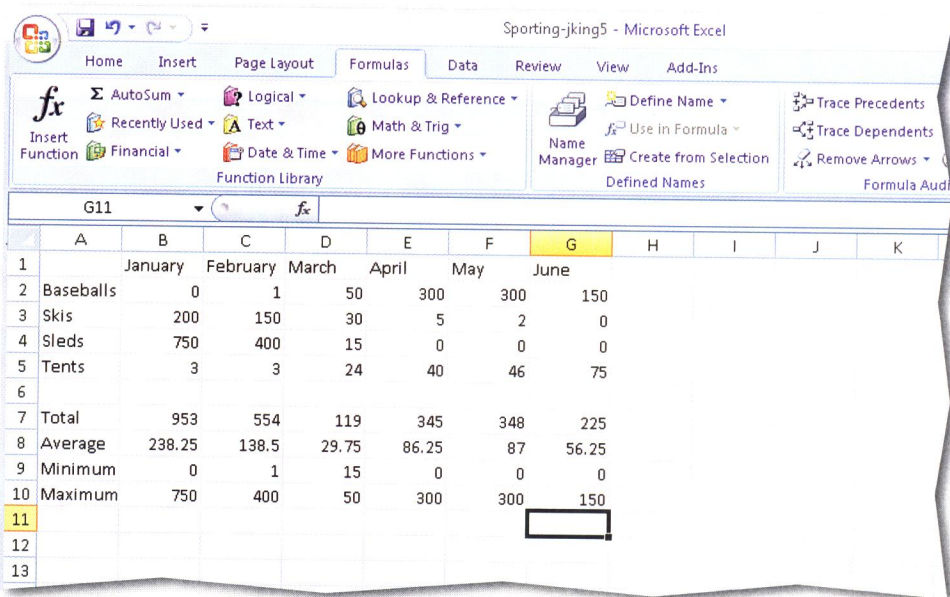**FIGURE 2.33** Sporting goods sales

FIGURE 2.34 Function results

1. Create a new workbook. Save the blank workbook as: Sporting-[your first initial and last name]5.

2. In cells **A2** through **A5**, key the four items shown in Figure 2.33.

3. In cells **A7** through **A10**, key the labels shown in Figure 2.33.

4. In cells **B1** through **G1**, key the months **January**, **February**, **March**, **April**, **May**, and **June**.

5. Enter the numbers as shown in Figure 2.33.

6. **ⓘCHECK** Your screen should look like Figure 2.33.

7. Use the **AutoSum** functions on the **Formula** tab to determine the **total**, **average**, **minimum**, and **maximum** for each month's sales.

8. **ⓘCHECK** Your screen should look like Figure 2.34.

9. Save and close your file.

6. Beyond the Classroom Activity

Rubric R

Math: Identify Income and Expenses You are applying for a job working in the accounting department of a furniture store. The owner wants to check your spreadsheet skills. Create a new workbook. Then perform the following tasks:

- Label the first column "Sources of Income". In this column, list at least five products sold by the store (such as sofas, chairs, and tables).
- Label the second column "Expenses". In this column, list at least five things that the store must spend money on each month (such as rent, salaries, and gas for the delivery truck).

Save your workbook as: e2rev-[your first initial and last name]6.

7. Standards at Work Activity

Microsoft Certified Application Specialist Correlation
Excel 2.3 *Format Cells and Cell Content*

Use a Hyperlink Create a new workbook and insert a hyperlink to the workbook you created for the owner of the furniture store. To do this:

- Label the first column "Prospective Employers".
- Give the furniture store a name and key the name into cell A2.
- Create a hyperlink to the workbook you saved above in cell A2.
- Key another employer that has a job opening that you are thinking of applying for into cell A3.
- Create a hyperlink to a new workbook that contains at least five things you will need to provide on a personal data form (such as the position you are applying for, education, and employment history).

Save your workbook as: e2rev-[your first initial and last name]7.

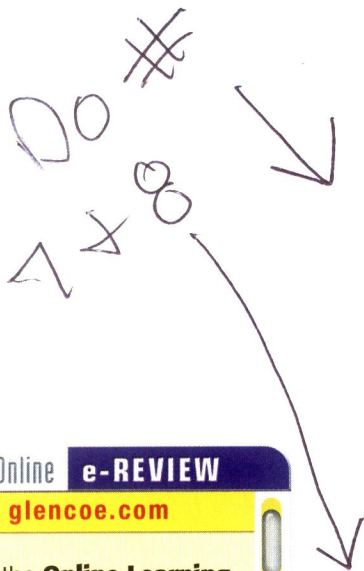### 8. 21st Century Skills Activity

Rubric R

Create a Budget Identify at least six things that you spend money on each month. You might include food, clothes, movies, and music. Make sure to include all of your major expenses. Then, in a new workbook:

- Key the items you identified into column A. Enter one item per row.
- Enter the amount that you spend on each item into column B.
- Use AutoSum to calculate your total expenses.

Use MAX and MIN to identify items you spend the most and least amount of money on. Include these at the bottom of your worksheet. Save your workbook as: e2rev-[your first initial and last name]8.