



Exploring Excel Basics

Instructions: Complete the following steps.

Step 1: Set Up Your Worksheet

1. **Open Excel:** Start by opening Microsoft Excel.
2. **Create a New Workbook:** Click on "File" > "New" > "Blank Workbook."

Step 2: Enter Data

1. **Create a Simple Table:**
 - In cell A1, type "Item."
 - In cell B1, type "Quantity."
 - In cell C1, type "Price per Unit."
 - In cell D1, type "Total Cost."
2. **Enter Sample Data:**
 - In cells A2 to A6, enter the names of five items (e.g., "Apples," "Bananas," "Oranges," "Grapes," "Pears"). Widen the column if names are longer than the column width by bringing the mouse between column A and B, clicking and holding the line between them, then moving to the right until you can see the full names.
 - In cells B2 to B6, enter the quantities for each item (e.g., 10, 5, 8, 12, 7). Widen the column as needed.
 - In cells C2 to C6, enter the price per unit for each item (e.g., 0.50, 0.30, 0.60, 0.40, 0.55).

Step 3: Use Basic Formulas

1. **Calculate Total Cost:**
 - In cell D2, enter the formula $=B2*C2$ to calculate the total cost for the first item.
 - Drag the fill handle (small square at the bottom-right corner of the cell) from D2 to D6 to copy the formula for all items.

2. Calculate Total Quantity and Total Cost:

- In cell A8, type "Total Quantity." Widen the column as needed.
- In cell D8, type "Total Cost." Widen the column as needed.
- In cell B9, enter the formula =SUM(B2:B6) to calculate the total quantity.
- In cell D9, enter the formula =SUM(D2:D6) to calculate the total cost.

Step 4: Format Your Data

1. Bold Headers:

- Select cells A1 to D1.
- Click on the "Bold" button in the "Font" group on the "Home" to make the headers bold. You can use the CTRL-B shortcut key combination as well.

2. Format Numbers:

- Select cells C2 to C6 and D2 to D6.
- Click on "Home" > "Number" group > "Currency" option from the drop-down menu to format the prices and total costs as currency.

Step 5: Create a Simple Chart

1. Select Data for Chart:

- Highlight cells A2 to A6 and D2 to D6 (item names and total costs). You will need to highlight the A2 to A6, press and hold the CTRL key, and highlight D2 to D6.

2. Insert Chart:

- Click on "Insert" > "Charts" > click on "Insert Column or Bar Chart" to create a visual representation of the total costs for each item.
- Double click the chart title and change the title to something appropriate (such as "Produce Prices").
- Move the chart so the top left corner is at the top left corner of the cell A16.

Step 6: Use Functions

1. AVERAGE Function:

- In cell A11, type "Average Quantity." Widen the column as needed.

- In cell B11, enter the formula =AVERAGE(B2:B6) to calculate the average quantity.

2. **MAX and MIN Functions:**

- In cell D11, type "Max Cost."
- In cell D12, enter the formula =MAX(D2:D6) to find the highest total cost.
- In cell D13, type "Min Cost."
- In cell D14, enter the formula =MIN(D2:D6) to find the lowest total cost.

Step 7: Sort and Filter Data

1. **Sort Data:**

- Select cells A2 to D6.
- Click on "Data" > "Sort & Filter" > click on the "Sort" button > click on "Sort by" and choose " Total Cost" > click "OK" to sort the items by their total cost.

2. **Filter Data:**

- Select cells A1 to D1.
- Click on "Data" > "Sort & Filter" > "Filter" to add filter buttons to each column.
- Use the filter buttons to display only items with a quantity greater than 5. You will need to click the down arrow button on the "Quantity," unmark "Select all," and mark "5" only.

Step 8: Conditional Formatting

1. **Highlight Expenses:**

- Select cells D2 to D6.

2. **Apply Formatting:**

- Click on "Home" > "Styles" > "Conditional Formatting" > "Highlight Cell Rules" > "Greater Than."
- Set a threshold amount (e.g., highlight total costs greater than \$4.00).

Step 9: Adding Final Touches

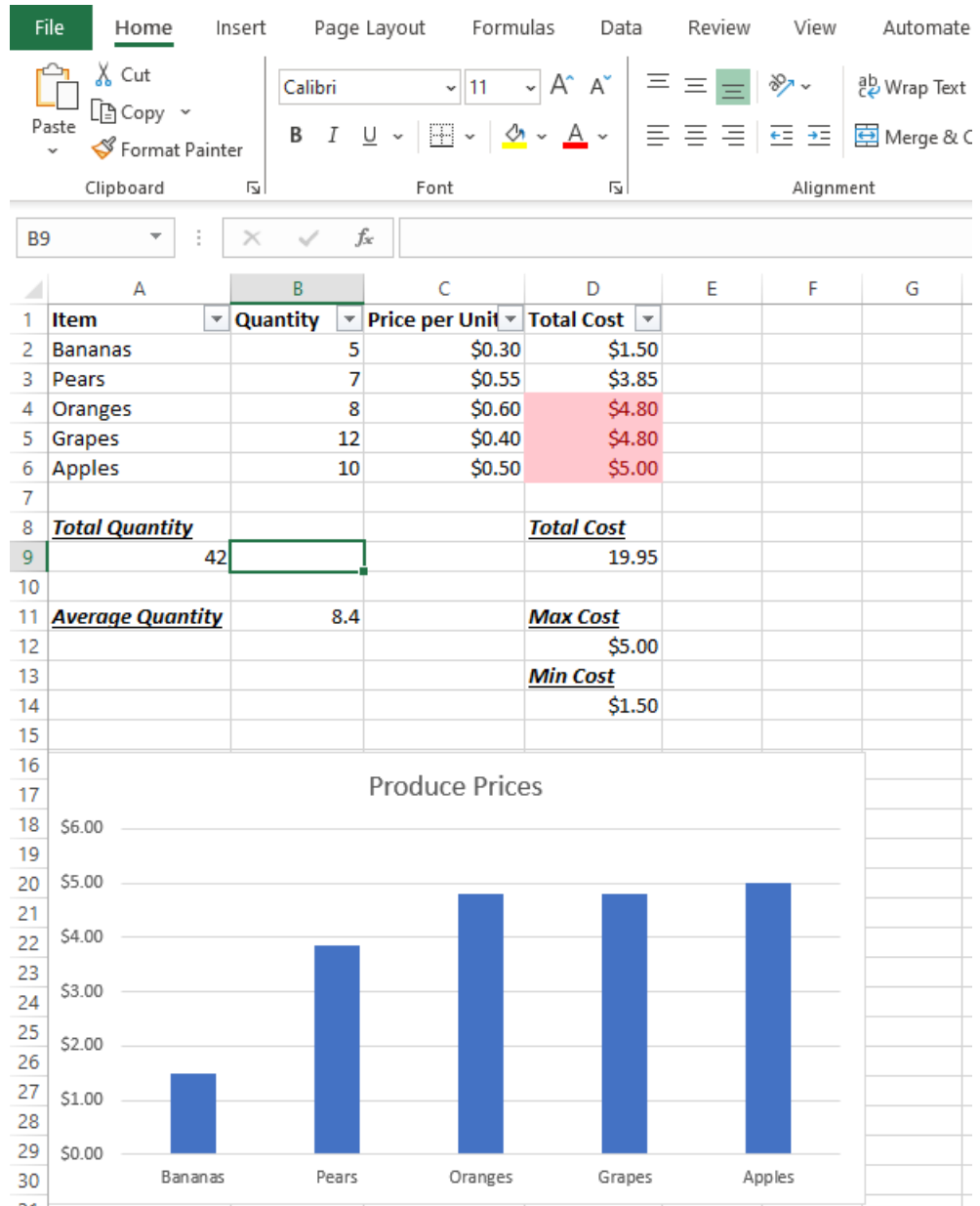
1. Name the Worksheet:

- Double click the worksheet tab that says "Sheet1." Type in an appropriate name for the worksheet, such as "Produce Prices."
- Add bold, italic, and underline to these cells to have titles stand out:
 - A8 - Total Quantity
 - D8 - Total Cost
 - A11 - Average Quantity
 - D11 - Max Cost
 - D13 - Min Cost

Step 10: Save Your Workbook

2. Save Your Work:

- Your Excel worksheet should look somewhat like this (next page):



- Click on "File" > "Save As" to save your workbook with this file name format: **Firstname_Lastname - Topic 3 Excel Assignment.xlsx**

Step 11: Reflection Question

In cell A1 in a new sheet (click the plus sign in circle next to the worksheet tab and name it "Reflection"), write a 50- to 100-word reflection addressing what you learned about using Excel and how you might use it in the future.

- Use the "Wrap Text" function so your reflection is kept in a narrower column width. Adjust the column and row width as needed.
- Your "Reflection" sheet should look like this:

