

Microsoft EXCEL Laboratory Exercise

1. Open a blank workbook
2. Write the following entries into the specified cells:

C2 : Annual Fruit Sales

B3 : 1999

A4 : Apple

F3 : Total

C3 : 2000

A5 : Orange

G3 : Average

D3 : 2001

A6 : Banana

E3 : 2002

B4 : 1000

B5 : 2300

B6 : 500

C4 : 1250

C5 : 2500

C6 : 300

D4 : 800

D5 : 1200

D6 : 600

E4 : 1300

E5 : 1450

E6 : 250

3. Merge the cells from A2 to G2. Apply the following changes to the title line:
 - Change the **horizontal** and **vertical text alignments** as center.
 - Change the **row height** of row 2 as 25.
 - Change the **font, font size, font style** and **font color** as Tahoma, 18, bold, blue.
4. Using **range selection**, select the cells from B3 to G3. Then press **Ctrl** key on the keyboard and select the cells from A4 to A6. (this way you can select multiple cells on different parts of the worksheet) Now change the **font, font size** and **font style** of the selected cells as Times New Roman, 12, bold-italic.
5. Using the **AutoSum** feature, find and write the sum of cells from B4 to E4 into cell F4. Then copy this cell to F5 and F6. (Hold the right bottom of F4 and drag it to F5 and F6) Observe that the formulas are updated when copied.
6. Using the **Average** function find and write the average sales of apple over years into cell G4. (Excel will suggest a range automatically to you, however this range will be wrong. So you will have to select the range yourself) Using the same method in the previous question, copy this cell to G5 and G6.
7. Add a **comment** to G4. Write the text "**Average sales over years**" into the comment box.
8. Select the cells from B4 to G6. Change format of the selected cells to **Currency** with **Symbol TL** and **3 decimal places**.
9. Change the **column width** of Column A such that all the texts on this column can fit into the cells.
10. Select the columns from B to G and apply **AutoFit Selection** for these columns.
11. Add a new row above the 3rd row (that is between rows 2 and 3).

12. Add **outside** and **inside borders** to your table. For the outside border choose a thicker line. (To add borders, select the range where you want to add borders (that is from A2 to G7), then choose **Format Cells** from the shortcut menu and click the **Border** tab)
13. Select the title (select the merged cell in row 2) and change the **cell color** to yellow. (To change cell color, from the shortcut menu select **Format Cells**, then click **Pattern** tab)
14. Select the cells B4 to G4 and A5 to A7 (Use Ctrl key). Change the **cell color** as pink.
15. Select the cells from B5 to G7. Change the **cell color** as light blue.
16. Using **Print Preview** feature, observe how your document would appear on a printed sheet. Add one of the automatic headers to the **header**. Add the **page number** to the **footer** of the document. Change the **page orientation** as **Landscape**. (Use the **setup** menu in the Print Preview mode to add header&footer and change page orientation)
17. Select the cells from B5 to G7. Click on the **Chart Wizard** button. Select **Column chart type** and the first **chart sub-types**. Write "**Annual Fruit Sales**" as the **Chart title**, "**Year**" as the **Category (X) axis**, "**Value**" as the **Category (Y) axis**.
18. Move the **legend** to the **bottom** of the chart. (Right-click on the legend area and choose **Format Legend**, then select **Placement**)
19. Change the **pattern** of the **Chart Area**. Select any of the patterns you like from the Texture patterns. (Right-click on the **Chart area**, choose **Format Chart Area**, then click on **Fill Effects** and select **Texture** tab)