


## Project 01. Point of Sale Equipment

1. Start Excel. Click the **File** tab, select **New**, and click Blank workbook. Save the workbook as **Excel\_Basics\_PrcExs\_PointofSale**.
2. Double-click the **Sheet1** sheet tab, type **Project01**, and press **Enter**.
3. Type **Point of Sale Equipment by Restaurant** in **cell A1** and press **Ctrl + Enter**.
4. Format the title:
  - Select the range **A1:G1** and click **Merge & Center** in the Alignment Group on the **Home** tab.
  - Click **Cell Styles** in the **Styles** group and select **Title** in the **Titles and Headings** section.
5. Enter and format the table headings:
  - In cell **A2**, type **Store Location** and press **Tab**.
  - In cell **B2**, type **Desktop CPU** and then press **Tab**.
  - Click cell **C2**, type **Printers** and then press **Tab**.
  - In cell **D2**, type **Screens** and press **Tab**.
  - In cell **E2** type **Servers** and press **Tab**.
  - In cell **F2**, type **Video Players** and press **Ctrl+Enter**.
  - Widen **columns A thru F** so that the table headings fit within each column.
6. Beginning in cell **A3**, and working either across rows or down columns, type the store names and data listed in the table at the bottom of this page.
7. Click **cell B10** and press = (**equal**). Use the **point and click method** to construct the following formula:
  - Click **cell B3**, press + (**plus**)
  - Click cell **B4**, press +
  - Continue to add all the values in the column.
  - Press **Enter** to total the column. The result should be **19**.
8. Click cell **C10**. Click **AutoSum** in the **Editing** group on the **Home** tab. Make sure that the selected range is **C3:C9** and then click the **AutoSum button** again or press **Enter**. The result should be **26**.
9. Drag the **cell C10 fill handle** across the row through **cell F10** to use **Auto Fill** to add the values in **columns D through F**. The results should be **52**, **9**, and **29** in columns **D10**, **E10**, and **F10** respectively.
10. Select the range **B10:F10**. Click the **Borders button arrow** in the **Font group** on the **Home tab**, and select **Top and Double Bottom Border**.
11. Select **File → Print → Page Setup** to open the **Page Setup** dialog box.
  - a. Click the **Page** tab and confirm that **Portrait** is selected.
  - b. Click the **Margins** tab; under **Center on page**, select the **Horizontally** check box.
  - c. Click the **Header/Footer** tab, and then click **Custom Footer**. With the insertion point in the **Left** section, click the **File Name** button. Click **OK** to close the Footer dialog box, and then click **OK** to close the Page Setup dialog box.
12. Save the file.

Store Location	Desktop CPU	Printers	Screens	Servers	Video Players
Altoona #1	4	6	12	2	5
Altoona #2	3	5	12	2	5
Claysburg	2	3	6	1	4
Bedford	3	3	5	1	4
Bellwood	3	3	6	1	3
Roaring Spring	2	3	5	1	4
Tyrone	2	3	6	1	4

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**Project 02. Operating Costs**

1. Start Excel and open *Excel\_Practice\_Exercises*.

2. Click the **New sheet** button  located to the right of the *Proj01PntSle* sheet tab.

3. Double-click the **Sheet 2 sheet tab**, type **Proj02OprCsts**, and press **Enter**.

4. Make sure **cell A1** is the active cell. Type **Utility and Insurance Costs** and press *Enter*. Point to the lower edge of the **row 1 heading**, and then drag downward to increase the height of row 1 to **25 pixels**.

5. Click **cell A1**. Click the **Font Size arrow** and then click **14**. Beginning in cell **A2**, and progressing either across rows or down columns—whichever you prefer—type the following data into cells **A2:C9**.

Site Name	Utilities	Insurance
Altoona #1	1456	1245
Altoona #2	1725	1349
Claysburg	2456	256
Bedford	1457	989
Bellwood	2654	1356
Roaring Spring	5021	1820
Tyrone	2512	589

4. In **cell A10** type **Total**. Click **cell B10** and then click the **AutoSum button** (Home tab → Editing group). Confirm that the range **B3:B9** will be totaled, and then press **Enter** or press the **AutoSum button** again. Repeat the process to add the numbers in **column C**. The results should be 17281 and 7604 in columns B10 and C10 respectively.

5. Format the worksheet columns as follows:

- Select **column A** and widen it to **100 pixels**.
- Select **columns B:C** and widen both of them to **90 pixels**.
- Select the **range A2:C2** and click the **Center button** in the **Alignment group** on the **Home tab**.
- Select the **range B10:C10**. Click the dialog box launcher in the **Font group** to display the **Format Cells dialog box**.
- Click the **Borders button arrow** in the **Font group** on the **Home tab**, and select **Top and Double Bottom Border**.

6. Select the range **B3:C3**, hold down the **Ctrl key** and then select the **range B10:C10**. Click the **Currency Style button**, and then click the **Decrease Decimal button two times** to decrease the decimal places to **zero**. Select the range **B4:C9**. Click the **Comma Style button** and then click the **Decrease Decimal button two times** to decrease the decimal places to zero.


7. Select **File → Print → Page Setup** to open the **Page Setup** dialog box.

- a. Click the **Page** tab and confirm that **Portrait** is selected.
- b. Click the **Margins** tab; under **Center on page**, select the **Horizontally** check box.
- c. Click the **Header/Footer** tab, and then click **Custom Footer**. With the insertion point in the *Left* section, click the **File name button**. Click **OK** to close the Footer dialog box, and then click **OK** to close the Page Setup dialog box.

8. Redisplay the worksheet by pressing **Ctrl + `** (the grave key located above the Tab key on most computers).

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**Project 3. Category Sales**

1. Start Excel and open *Excel\_Practice\_Exercises*.

2. Click the **New sheet** button  located to the right of the *Proj02OprCsts* sheet tab.

3. Double-click the new **sheet tab**, type **Proj03CatSles** and press **Enter**.

4. Make **cell A1** the active cell and then type **Category Sales–Saturday, November 4, 2017** in the cell.

5. Select the **range A1:F1** and click **merge and center**. Change the **Font** of the title to **Arial Rounded MT Bold** and the **font size** to **12**.

6. Beginning in cell **A2**, type the following data into cells **A2:F9**.

Store Location	Beverages	Appetizers	Salads	Entrees	Desserts
Altoona #1	1238	426	456	1050	256
Altoona #2	1005	382	416	1287	240
Claysburg	1498	455	502	1187	276
Bedford	1350	350	455	1254	187
Bellwood	875	469	521	1245	189
Roaring Spring	1382	259	545	1189	234

6. Select the range **A2:F2**, **Center** the text and increase column widths as needed so that all text and numbers in the cells are visible.

7. Select **Row 6**, and then from the **Insert menu** on the **Home tab**, click **Insert Sheet Rows**. A new blank row should appear. In cells **A6:F6**, type the following:  
**Hollidaysburg      976    267    427    1150    225**

8. Select the range **B3:F10** and then click the **AutoSum button** to total the columns. Click anywhere to cancel the selection.

9. Format Cells: Number

- Click cell **B3**. Hold down **Ctrl** and select the ranges **B3:F3** and **B10:F10**. Use the **Currency Style button** to apply the **Accounting format** to the selected ranges, and then click **Decrease Decimal two** times.
- Select the range **B4:F9**, apply the **Comma Style**, and then **decrease** the decimal places to **zero**.
- Select the range **B10:F10** and apply the **Top and Double Bottom Border**.

10. Create a Chart

- Select the range **B2:F2**. Hold down the **Ctrl** key and then select the range **B10:F10**. Alternately, type **B2:F2,B10:F10** in the **Name Box**. Press **Enter**.
- From the **Insert tab**.
- Click the **Insert Column or Bar Chart arrow** from the **Charts group** on the **Insert tab**, and then select **Clustered Column** (the first column type under the 2-D Column category).
- Add a **Chart title** of **Sales by Category: November 4, 2017**

10. Drag the chart so that the upper left corner is positioned in **cell A12**. Scroll to view **row 30**, and then drag the lower right corner of the chart to the middle of **cell F30**. Click an empty cell to deselect the chart.

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11. Select **File** → **Print** → **Page Setup** to open the **Page Setup** dialog box.
  - a. Click the **Page** tab and confirm that **Portrait** is selected.
  - b. Click the **Margins** tab; under **Center on page**, select the **Horizontally** check box.
  - c. Click the **Header/Footer** tab, and then click **Custom Footer**. With the insertion point in the *Left* section, click the **File name button**. Click **OK** to close the Footer dialog box, and then click **OK** to close the Page Setup dialog box.