

Project 04. Tableware

Instructions: You will create an Excel worksheet for the Neon Mooz Grill & Gallery. The worksheet will display the cost of tableware purchases over a six-month period for the Altoona location.

Project 4A. Start Excel and Create Your Workbook

1. Start Excel. Click **Blank workbook**. Save the workbook as *Excel_Practice_Exercises04*.

Project 4B. Enter Text in Your Worksheet

1. Type **Tableware Purchases–Altoona** in cell **A1** and then press **Enter**.
2. In cell **A2**, type **Item** and press **Enter**.
3. In cell **A3**, type **Plates–6 inch** and press **Enter**.
4. In cell **A4**, type **Plates–8 inch** and press **Enter**.
5. In cell **A5**, type **Coffee Mugs** and press **Enter**.
6. In cell **A6**, type **Silverware**, and press **Enter**.
7. In cell **A7**, type **Total** and press **Enter**.
8. *Click* cell **B2** to make it the active cell. Type **Jan** and press **Ctrl + Enter** to keep cell **B2** the active cell.
9. Point to the *fill handle* (i.e., a small green square that appears in the bottom-right corner of the active cell) until the pointer changes to a thin black plus sign.
10. Drag the *fill handle* from cell **C2** through cell **G2**. Abbreviations for the months *February* through *June* should appear in the cells.

Project 4C. Align Text and Adjust the Size of Columns and Rows

1. In the **column heading area**, point to the vertical line between **column A** and **column B** to display the double-headed arrow pointer.
2. Drag to the right until the number of pixels indicated in the ScreenTip reaches **100 pixels**.
Note: The *ScreenTip* displays information about the width of the column in points—1 point equals approximately 1/72 of an inch—as well as in pixels)
3. *Click* cell **A7**, and then click the **Align Right** button located on the **Home tab—Alignment group**.
4. Select the range **B2:G2** and then click the **Center** button located on the **Home tab—Alignment group**.
5. In the **row heading area**, position the pointer over the horizontal line between **row 1** and **row 2** until the double-headed arrow displays. Drag downward until the height of **row 1** is **32 pixels**.
6. Save your workbook.

Project 4D. Enter Numbers

1. *Click* cell **B3**, type **77.35** and then press **Enter**.
2. Enter the numbers shown in Figure 1 below. When you are finished, your worksheet should look like Figure 1.

	A	B	C	D	E	F	G
1	Tableware Purchases - Altoona						
2	Item	Jan	Feb	Mar	Apr	May	Jun
3	Plates - 6 inch	77.35	62.35	85.21	75.1	123.52	60.46
4	Plates - 8 inch	170.25	125.44	243.87	189.25	150.48	150.37
5	Coffee Mugs	125.5	157.54	120.45	145.73	155.46	235.71
6	Silverware	1245.79	865.89	350.13	160.28	262.78	265.33

Figure 1

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- In the **Name Box**, type **B:G** and press **Enter**. In the **column heading area**, point to the boundary between any two column headings in the selected range to display the two-headed pointer and drag the pointer to **80** pixels.

Note: When a range of columns is selected in this manner, adjusting the width of one column adjusts the width of all selected columns.

- Select the range **A1:G1**, and then click **Merge and Center** (**Home** tab → **Alignment** group).
- Point to the **row 3** heading and **right-click** to display the **shortcut menu**.
- From the displayed shortcut menu, click **Insert**. A new row is inserted above the selected row, and the existing rows are shifted down.
- Click cell **A3**, type **Linen** and then press the **Tab** key.
- Enter the values for *Linen* for each month as shown below. Press the **Tab** key to confirm each entry and move the active cell across the row.

Item	Jan	Feb	Mar	Apr	May	Jun
Linen	1050.36	350.55	200.4	567.87	450.45	359.87

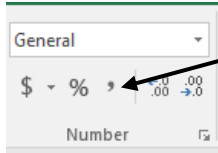
- Select **row 4**.
- Single-click **Format Painter** (**Home** tab → **Clipboard** group). The *Format Painter* icon is a *paintbrush*. The format painter will copy the formatting used in *row 4* to *row 3*.
- Select **row 3**. The format used in rows 4-7 should now be applied to row 3 as well. The Format Painter turns off once the formatting has been applied.
- Save your workbook.

Project 4E. Construct a Formula and Use the Sum Function

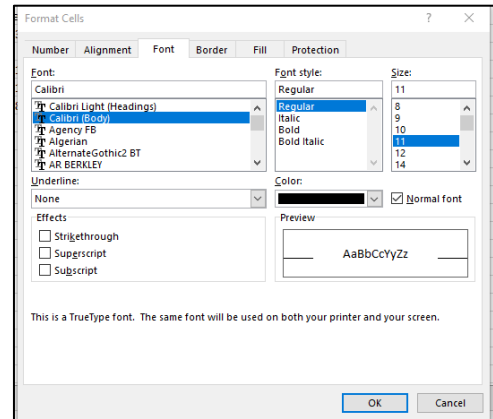
- Click cell **B8** to make it the active cell and press **= (equal)**.
- At the insertion point, type **B3+B4+B5+B6+B7** and then press **Enter**.
- In cell **C8**, press **= (equal)**, then point to cell **C3**, and click **once**.
- At the insertion point, press **+ (plus)** and then click **C4**. Repeat this process to complete the formula to add cells **C3** through **C7** and then press **Enter**. The result of the formula calculation—*1561.77*—displays in cell **C8**.
Note: This method of constructing a formula is known as **semi-selection** or the **point and click method**.
- Select cell **D8**, and then click the **AutoSum** button (**Home** tab → **Editing** group). The sum of *Tableware Purchases* for March—*1000.06*—displays in cell **D8**.
- Select the range **E3:G8**, and then click the **AutoSum** button (**Home** tab → **Editing** group). The sums *1138.23*, *1142.69*, and *1071.74* should appear in cells, **E8**, **F8**, and **G8** respectively.
- Save your workbook.

Project 4F. Format Financial Numbers

1. Select the range **B3:G3**, and apply the **Currency** number format (**Home** tab→**Number** group).
2. Select the range **B4:G7**, and then click the **Comma Style** button (**Home** tab→**Number** group).

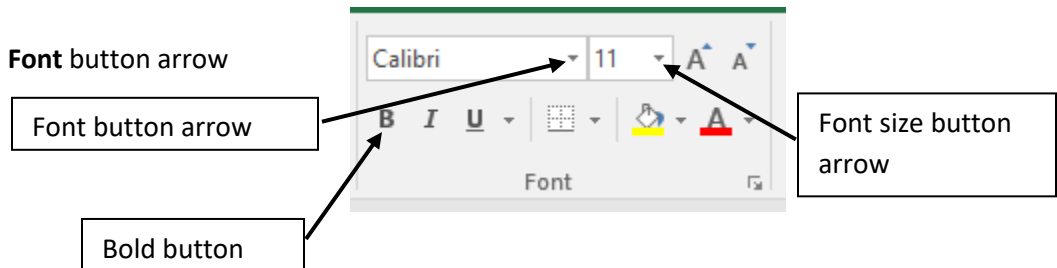


3. Select the range **B8:G8**, and apply the **Currency** number format (**Home** tab→**Number** group).



Project 4G. Format Text

1. Click cell **A1**. Click the **Font** button arrow



2. From the displayed list, select **Century Schoolbook**.
3. With cell **A1** still selected, click the **Font Size** button arrow, and then from the displayed list, click **16**. Next, click the **Bold** button.
4. Click the **Format** arrow (**Home** tab→**Cells** group), and then select **Format Cells** from the displayed menu.

The **Format Cells** window is displayed. Click the **Font** tab. Under **Font**, notice that **Century Schoolbook** is selected. Under **Font Style**, click **Bold Italic**. Click the **Color Arrow**. From the displayed color palette, click **Dark Blue**. Click **OK**.

5. With cell **A1** selected, click the **Fill Color** button arrow (**Home** tab→**Font** group). On the displayed color palette, click **Light Blue**.
6. Select the range **B8:G8**. Click the **Borders** button arrow (**Home** tab→**Font** group). Click **Top and Double Bottom Border**.
7. Save your workbook.

Exercises adapted by Marsha Ann Tae, Ph.D., [Tate Research & Training Services](http://mtateresearch.com/computer_courses_supplemental_resources/), from Excel “Projects” in R. L. Ferrett, J. Preston, S. Preston, L. Foster-Turpen, & A. Vargas, *Office 2003 Brief*. 2nd ed. GO! With Microsoft. Upper Saddle River, NJ: Pearson Education, 2007. Filename: ExcelBasics_HndsOnExercises_Tbleware.docx. Last updated April 10, 2017.

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