

LESSON LABS

Due to classroom setup constraints, some labs cannot be keyed in sequence immediately following their associated lesson. Your instructor will tell you whether your labs can be practiced immediately following the lesson or whether they require separate setup from the main lesson content. Lesson-level lab setup information is listed in the front of this manual in the course setup section.

LESSON 1 LAB 1

Working with Templates

Data Files:

- Practice Template.xls

Setup:

No files are open.

Scenario:

You work as a Sales Assistant, and your supervisor just asked you to take on the responsibility for compiling the monthly sales data for each representative in your district. What you need to do is take a sales report for an existing representative, named Practice Template, and create a template from it. That way, your job will be much easier each month.

LESSON LABS

You will clear the numeric contents of the Qty column; change the subtitle of the worksheet to read = "Month, 2002"; change the sales rep's name to read Sales Rep's Name; and change the Sales Report for: text to Times New Roman, Bold, size 16, Teal. You will save the file as a template in the My Templates folder named My Practice Template. You will then create a worksheet from the template using Figure 1-1 as a guide.

	A	B	C	D	E
1	Sales Report for: Charles Iguana				
2	December, 2002				
3					
4	Item Code	Item Price	Qty.	Sales	Commission
5	1	10	10	\$ 100.00	\$ 15.00
6	2	6.53	15	\$ 97.95	\$ 14.69
7	3	98	3	\$ 294.00	\$ 44.10
8	4	79.32	18	\$ 1,427.76	\$ 214.16
9	5	76.22	7	\$ 533.54	\$ 80.03
10	6	0.23	154	\$ 35.42	\$ 5.31
11	7	55.35	2	\$ 110.70	\$ 16.61
12	8	10.2	85	\$ 867.00	\$ 130.05
13	9	11.32	3	\$ 33.96	\$ 5.09
14	10	14.67	18	\$ 264.06	\$ 39.61
15	Totals:			\$ 3,764.39	\$ 564.66

Figure 1-1: The file after step 4 is completed.

1. In the file Practice Template.xls, **clear the data in cells C5:C14.**
2. **Make any other changes to the file you would like including:**
 - Edit the contents of cell C2 to read = "Month, 2002."
 - Edit the contents of cell D1 to read Sales Reps' Name.
 - Change the font for cell C1 to Times New Roman, Bold, size 16, Teal.
3. **Save the template as My Practice Template.xlt in the My Templates folder.**
4. **Using Figure 1-1 as a guide, create a worksheet based on the template.**
5. **Save the file as My Template in the My Documents folder.**
6. **Close the file.**

LESSON 2 LAB 1

Sorting and Filtering Data

Data Files:

- Practice Both.xls

Setup:

No files are open.

Scenario:

You work in the Human Resources Department of a small company. You've created a list of employee information that you maintain and periodically filter and sort to gather different types of information. Today, your boss would like you to gather some employee statistics by filtering and sorting your employee list. You will filter the list to include only those employees who live in Shortsville; only those employees who earn more than \$19; and those employees who live in Rose or Walworth. Then, you will sort the list by Last Name and then by First Name, both in ascending order. A sample of the sorted list appears in Figure 2-1.

	A	B	C	D	E	F	G
1	First Name	Last Name	Address	City	Zip	Phone	Rate
2	Elizabeth	Carol	81 Main St	Walworth	14568	315-555-1999	\$26.00
3	Laurie	Chu	32 Ash Ln	Adams Basin	14410	315-555-2344	\$15.00
4	Daniel	Cole	82 East Ave	Adams Basin	14410	315-555-2325	\$17.00
5	Mark	Comuntzis	128 Kimberly	Walworth	14568	716-555-0025	\$18.00
6	Barbara	DeSiato	12 West Ave	Holley	14470	716-555-8912	\$19.00
7	Janet	Ellis	218 Spricetre	Holley	14470	716-555-8900	\$25.00
8	Alexandra	Filosa	81 Lakeside	Leicester	14481	716-555-2219	\$19.00
9	Hayes	Gordon	450 Madison	Holley	14470	716-555-8934	\$22.00
10	Amy	Guya	81 Pleasing L	Adams Basin	14410	315-555-2388	\$27.00
11	Joseph	Hanley	51 Offert Ave	Holley	14470	716-555-8953	\$27.00
12	Natalie	Hernandez	51 Stony Ln	Leicester	14481	716-555-8913	\$15.00
13	Laurie	Jenkins	50 Houston S	Walworth	14568	315-555-1955	\$25.00
14	Jen	Kitner	14 Maple Ln	Rose	14542	315-555-1141	\$23.00
15	Indera	Majid	14 Court St	Shortsville	14548	315-555-7613	\$17.00
16	Anthony	Miller	127 Ford Ave	Shortsville	14548	315-555-1455	\$21.00
17	George	Morrison	52 Cypress A	Holley	14470	716-555-8966	\$22.00
18	Duane	Osborne	50 Smart Dr	Leicester	14481	716-555-8975	\$18.00
19	Carol	Shaffer	61 Granger R	South Byron	14557	315-555-5418	\$19.00
20	Michael	Smith	145 Elmwood	Walworth	14568	315-555-1994	\$15.00
21	Sally	Smith	145 Elmwood	Walworth	14568	716-555-2219	\$18.00
22	William	Thorton	188 Limestone	Adams Basin	14410	315-555-8915	\$19.00

Figure 2-1: The sorted list.

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1. **In the file *Practice Both.xls*, make any changes to the list you would like, including:**
 - Filter the list to include only those employees who live in Shortsville. (There are two).
 - Filter the list to include only those employees who earn more than \$19. (There are nine.)
 - Filter the list to include those employees who live in Rose or Walworth. (There are six.)
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2. **Sort the list by Last Name and then by First Name, both in ascending order.**
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3. **Save the file as *My Practice Both* and close the file.**
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LESSON 3 LAB 1

Publishing a Worksheet to the Web

Data Files:

- Practice Publish.xls

Setup:

No files are open.

Scenario:

You've just finished compiling the department travel expenses for April and May. You need to publish them to the Web so that others can view and interact with the information. You save the workbook Practice Publish as a Web page with interactivity. You add a title of Travel Expenses, rename the file to My Practice Publish, and automatically open it in your browser. You view both worksheets of data and make any changes you feel are necessary.

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1. **Save the workbook *Practice Publish.xls* as a Web page.**
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2. **Add interactivity, add a title of Travel Expenses, and change the file name to *My Practice Publish*.**
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3. **Publish the workbook to the Web, automatically opening it in your browser.**
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4. **View the data on both worksheets by using the drop-down arrow on the worksheet tab.**
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5. **Change whatever data you would like on the Web page.**
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6. Close Internet Explorer and close the file in Excel without saving.

LESSON 4 LAB 1

Working with Advanced Formulas

Data Files:

- Practice Errors.xls

Setup:

No files are open.

Scenario:

You work in the Sales Department for B&B in Australia. You usually are not responsible for calculating commissions, but your boss is in a bind. He has run out of time, and he needs you to finish his report, Practice Errors.

First, you will create names for the commission rate and quota. Then, you will use those names to create a formula that calculates the commission for Long. The formula should calculate the commission for Long only if the Yr Total is greater than or equal to the quota. If Long doesn't meet the quota, it should return the text to Zero Comm. Next, you should copy the formula to the rest of the sales reps. Finally, your boss needs you to correct the average for the year. A sample of the completed worksheet appears in Figure 4-1.

								Commission Rate	12%
								Quota	\$850
Name	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Yr Total	Commission			
Long	110	175	140	168	\$ 593	Zero_Comm			
Olson	200	210	240	288	\$ 938	112.56			
Stark	300	180	295	354	\$ 1,129	135.48			
Unger	220	195	185	222	\$ 822	Zero_Comm			
TOTAL:	\$ 830.00	\$ 760.00	\$ 860.00	\$ 1,032.00	\$ 3,482.00				
AVERAGE:	\$ 207.50	\$ 190.00	\$ 215.00	\$ 258.00	\$ 217.63				
HIGH:	\$ 300.00	\$ 210.00	\$ 295.00	\$ 354.00	\$ 354.00				

Figure 4-1: The completed worksheet.

1. In the file Practice Errors.xls, display the Formula Auditing toolbar.
2. Create names for cells K2 and K3.
3. Create a formula in cell G5 by using the IF function. It should calculate the commission for Long only if the Yr Total is greater than or equal to the quota. If Long doesn't meet the quota, it should return the text Zero Comm.
4. Copy the formula in cell G5 to cells G6:G8.

5. Investigate and resolve the error in cell F12.
6. Save the file as *My Practice Errors.xls*.
7. Close the Formula Auditing toolbar and close the file.

LESSON 5 LAB 1

Creating Scenarios

Data Files:

- Practice Scenario.xls

Setup:

No files are open.

Scenario:

You're thinking about purchasing a new car, but you're not sure what you want the terms of your loan to be. Therefore, you've decided to create some different scenarios using the Practice Scenario.xls file to help you make up your mind. First, you create a scenario named low end, based on the original loan information. Next, you create a scenario named high end, based on loan information of your choice. Then, you view the two scenarios.

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1. In the file Practice Scenario.xls, save the current loan information in cells D3:D5 as a scenario named low end. Enter a comment of your choice.
 2. Change the loan's principal amount, interest rate, and term to figures of your choice.
 3. Save the new loan information (D3:D5) as a scenario named high end. Enter a comment of your choice.
 4. View the two scenarios.
 5. Save the file as *My Practice Scenario.xls*.
 6. Close the file.
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LESSON 6 LAB 1

Collaborating

Data Files:

- Practice Comments.xls

Setup:

No files are open.

Scenario:

Your boss has created a personal budget file named Practice Comments that he'd like you to review. He wants your comments in the file and needs it back by 4:00 P.M. this afternoon. You insert two comments, and edit one of those comments before you hand the file to your boss.

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1. In the file Practice Comments.xls, **add two comments of your choice to the worksheet.**

 2. **Edit one of those comments with text of your choice.**

 3. **Save the file as *My Practice Comments.xls*.**

 4. **Close the file.**
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