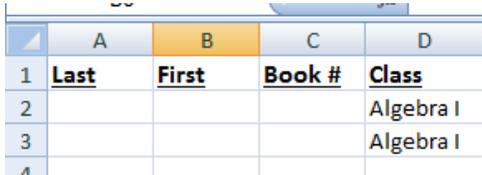


Excel Assignment 3

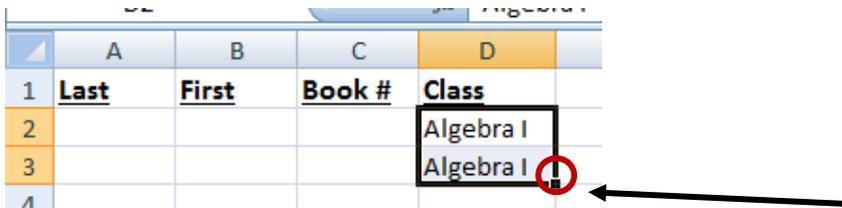
1. Create a new worksheet on Sheet 3.
2. Key the titles in cells A1 to D1, adjust to size 12, click on the bold button, and format with an underline.



	A	B	C	D
1	<u>Last</u>	<u>First</u>	<u>Book #</u>	<u>Class</u>
2				Algebra I
3				Algebra I

3. Under Class in column D key Algebra 1 in cell D2 and D3.

Note: there are 10 books I want recorded. There is a shorter method than keying Algebra 1 8 more times.



	A	B	C	D
1	<u>Last</u>	<u>First</u>	<u>Book #</u>	<u>Class</u>
2				Algebra I
3				Algebra I

4. Highlight cells D2 and D3 and place your cursor over this little dot at the bottom corner of the cell until it turns into a black plus sign.

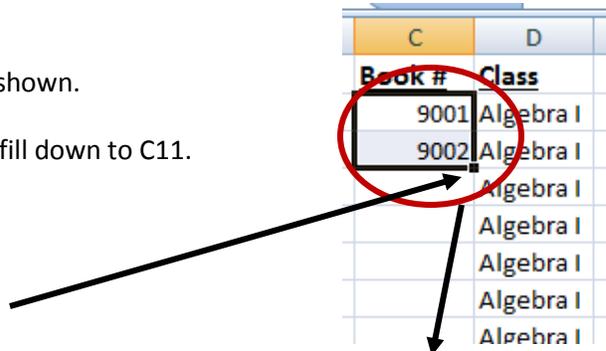
5. Hold the mouse button down and drag down to cell D11.

Note: Algebra I should now appear in cells D2 to D11 (this is called filling down).

6. Key in the first and last names for the ten students, (you can make up names, but you can't repeat names).

7. Key 9001 and 9002 in the cells as shown.

8. Highlight both cells as shown and fill down to C11.



	C	D
	<u>Book #</u>	<u>Class</u>
	9001	Algebra I
	9002	Algebra I
		Algebra I

Note: when you highlight two cells with consecutive numbers 9001 and 9002 the numbers will "fill down" consecutively.

9. Key in the names of 10 more students underneath the first 10.

10. Key in Algebra 2 in cell D12 and fill it down to cell D21 as shown.

Algebra 1
Algebra 2
Algebra 3
Algebra 4
Algebra 5
Algebra 6
Algebra 7
Algebra 8
Algebra 9
Algebra 10
Algebra 11

Note: when you fill down "only one" of the Algebra 2

does not fill down correctly, the numbers go consecutively.

11. Delete cells D13 to D21

12. Enter Algebra 2 in cells D12 and D13 as shown.

13. Highlight both cells then fill down.

Note: now Algebra 2 appears in all

the cells as shown.

Algebra 1
Algebra 2
Algebra 2

Algebra 1
Algebra 2

14. Enter the names of 10 more students for these 10 rows.

15. Number the Algebra 2 textbooks consecutively starting with 8101, 8102, etc. using the fill down steps.

16. Enter 10 students for a Geometry 1 class with books 2001, 2002, etc.

17. Enter 10 students for Trigonometry 1 with books 3001, 3002, etc.

18. Save your work file now in case you make a mistake in the next section.

Note: assume that we want an alphabetical list sorted by last name.

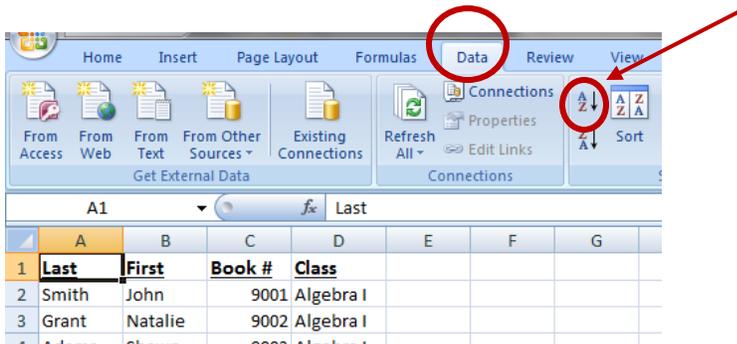
19. Click in cell A1 (we are going to sort this list alphabetically by last name.) Make sure that you click in cell A1 and not on the entire column as shown below.

	A	B	C	D
1	Last	First	Book #	Class
2	Smith	John	9001	Algebra I
3	Grant	Natalie	9002	Algebra I
4	Adams	Shawn	9003	Algebra I

Note: don't highlight the entire column as show below or you will get a message coming up when you sort.



20 Select the Data tab and press the Sort A to Z button and the list will be sorted alphabetically by last name.



Note: if the above buttons don't appear on your toolbar you will have to add them by clicking [here](#).

21. Answer the following questions in a word document.

A. What are the last names of the first people on our list now?

22. Click in cell D1 and click on the AZ sort button.

B What is the first class in your list now?

C what is the last class in your list?

23. Sort the first name column.

D List the first person and the last person in the column.

24. Sort the BOOK# column in reverse order using the Sort Z to A button.

E. What are the first and last BOOK # on your list?

25. Create a new Sheet 4 and key 10 in cell A1 and 20 in cell A2.

	A3	
	A	B
1	10	
2	20	

26. Highlight cells A1 and A2 and fill down to cell A3.

F. What number appears in cell A3?

27. Key 10 in cell B1, highlight cell B1 and fill it down to cell B2.

	A	B
1	10	10
2	20	

G. What number appears in cell B2 after doing the step above.

Note: if you highlight one number and fill it down the same number appears, and if you highlight two numbers and fill it down the numbers increase by the difference of the two numbers.

28. Key February in cell C1, highlight cell C1 and fill it down to cell C3.

H What appears in cell C3?

29. Key Period 1 in cell D1, highlight cell D1 and fill it down to cell D3.

I. What appears in cell D3?

30. Key Monday in cell E1 and Wednesday in cell E2, highlight cell E1 and E2 and fill down to cell E6.

J. What is the day in cell E6?

Note: every second day should be listed.

31. Enter the following formula in cell F1 =A1*2

32. Highlight cell F1 and fill it down to cell F2.

K What is the formula in cell F2? Hint: the number in cell F2 should be 40.

Note: when you fill down a formula the cell reference changes as well, (in this case A1 became A2 in the formula in cell that was filled down).

Note: we are going to do some moving in sheet 3.

33. Highlight from cell A1 to the last name in column A.

34. Place the curse on the edge of the highlighted region until it turns into an arrow as shown below (it will look a little different).

	A
1	Last
2	Smith
3	Grant
4	Adams

35. Hold the mouse button down and drag the highlighted cells over to column E and let go of the mouse button.

Note: you may have to try it a few times before it works properly.

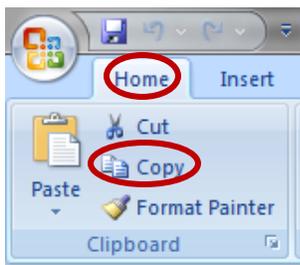
36. Highlight from cell B1 to the last name in column B and drag this column over to column A and drop it.

37. Move the names in column E over to column B.

Note: now we have the first names in column A and the last names in column B.

There are other ways to move and copy as well.

38. Highlight the classes. Click on the Home tab and then press the Copy button.



Note: the information in column D is still there, you just made a copy.

39. Click in cell F1 and press the paste button.



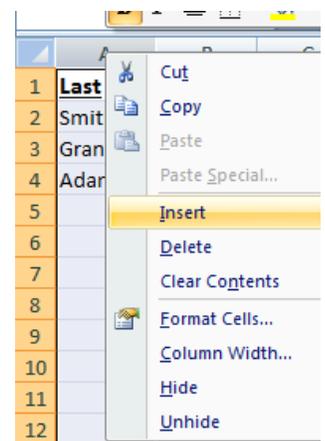
40. Highlight column F by clicking on the top then press the Delete button to get rid of this duplicate column.

Note: you just deleted the copied column.

41. Highlight column A by clicking on the shaded region at the top of column A.

42. Right-mouse click and select Insert from the drop list.

Note: a new column appears.



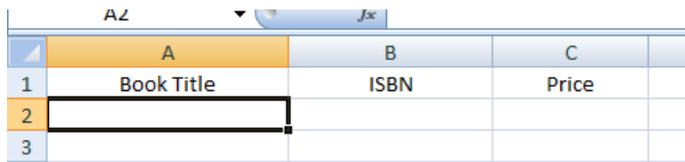
43. Now delete column A by selecting it, right-mouse clicking and selecting the Delete from the drop list.

Note: you can insert a new row the same way, by clicking on the shaded region to highlight the row then right mouse clicking and selecting Insert.

44. Highlight row 1 and insert another row by right-mouse clicking and selecting Insert.

45. Delete this new row by highlighting it, right-mouse clicking and selecting Delete.

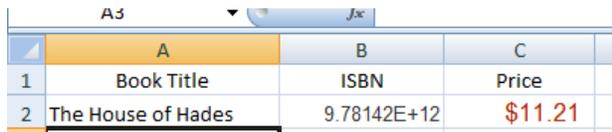
46. Create a new sheet (sheet5) and enter the following headings:



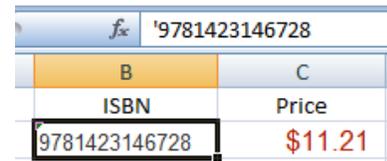
	A	B	C
1	Book Title	ISBN	Price
2			
3			

47. Find some books online and enter the Book Title, ISBN and Price in cells A2, B2, and C2...(see note below for problems displaying ISBN correctly).

Note: a long string of numbers may be displaying in "scientific notation" by Excel, as shown below....



	A	B	C
1	Book Title	ISBN	Price
2	The House of Hades	9.78142E+12	\$11.21



B	C
ISBN	Price
'9781423146728	\$11.21

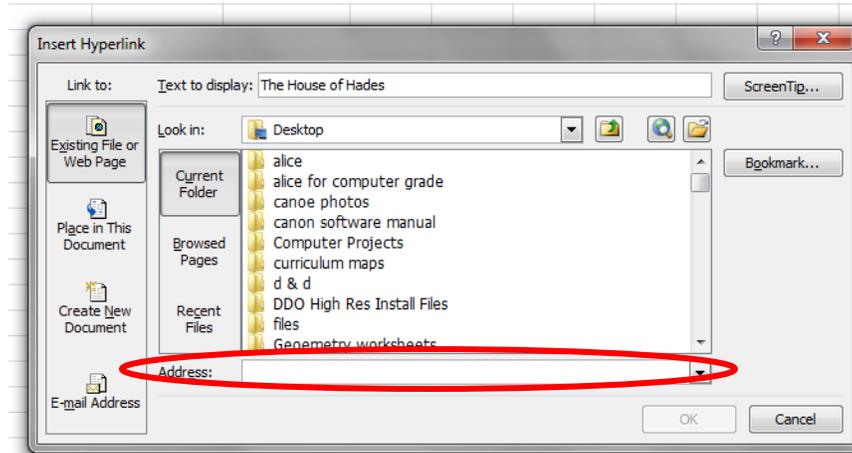
to view correctly put an apostrophe before the number as shown (it now appears as "text" instead).

Note: ISBN is the International Standard Book Number used to track a book on any database or Internet.

48. Go to the address bar of the Internet browser of the page where you found the book and highlight the web address and right-mouse click and select copy.

49. Click on the title of the book that you entered cell A2 of the spreadsheet, right-mouse click and select hyperlink.

50 Click in the Address bar as shown below and then right-mouse click and select past to paste the web address into the box.



Note: the title that you keyed in cell A2 should now be underlined indicating that it is a hyperlink to the actual source of the book which you can click on to return to the Internet page in the future.

51. Enter 4 more books into the spreadsheet and follow the same steps to hyperlink the titles.