Microsoft Excel 2010
Lesson 11: Practice Exercise 1

This is the first practice exercise.

You may refer back to earlier lessons to help you remember how to do what I ask in the practice exercises. By the time of the second exam, you should be able to do anything on Lessons 1 through 4 without referring back to them. You will be allowed to bring Lessons 5 through 10 with you to the exam. You should be familiar enough with the material in these lessons that you will not need to refer to them frequently. There will not be time on an exam to hunt through lessons trying to figure out what to do.

Many of the practice exercises are longer and use larger data sets than you will see on an exam. The skills needed for the exams are the same as those needed for the practice exercises, though.

The practice exercises may not include every concept we have covered in the Excel lessons. Anything in the lessons will potentially be covered on the second exam and the final exam.
Start with the **Review** Excel spreadsheet, which can be found on the course Moodle page. Look for the link to “Files for Excel Lessons.”

I want you to modify the first worksheet, for which some data is supplied, so that it looks like the one on the last page of this handout. You will create the second worksheet. Pictures of both worksheets are on the opposite side of this page. Here is some information about the modified worksheets, which may not be obvious when you look at them.

**First Worksheet**

- Data is supplied for this worksheet.
- Cells B3 through J3 have been merged and the text centered. The cell color is light yellow.
- Cell K7 contains a **function** that adds the numbers in cells B7 through J7.
  - Cell K7 is then copied and pasted into cells K8, K9, and K10
- Cell K11 contains a **function** that adds the numbers in cells K7 through K10.
- Cell L7 contains a formula that calculates a fraction: the total sales for beverages divided by the total sales.
  - This formula is set up so it can be copied to the cells below.
  - Cell L7 is then copied and pasted into cells L8, L9, and L10.
- The width of columns B through L is 10.
- The date is a **function** that is automatically updated with the current date.
- The page orientation of both worksheets is landscape. Their margins are 1” on all sides.
- Both worksheets have been scaled to print out on one page.
- A printed copy of the first worksheet will show your name in the header on the left of the page and the page number on the bottom.
- The comment is hidden.

**Second Worksheet**

- Each cell in the block B7 through J10 of the second worksheet contains an IF function.
- The IF function checks the equivalent cell in the first worksheet. (e.g., the IF statement in cell B7 of the second worksheet checks the value of cell B7 in the first worksheet.)
  - If the value of the cell in the first worksheet is greater than $5,000, the IF statement puts the word “OK” in the corresponding cell of the second worksheet.
  - If the value of the cell in the first worksheet is less than $5,000, the IF statement puts the phrase “Too low” in the corresponding cell in the second worksheet.
- Enter the IF function in one cell and then copy it into the others.
Excel: Practice #1
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