Apply Your Knowledge

Reinforce the skills and apply the concepts you learned in this module.

Changing the Values in a Worksheet

Note: To complete this assignment, you will be required to use the Data Files. Please contact your instructor for information about accessing the Data Files.

Instructions: Start Excel. Open the workbook called SC_EX_1-1.xlsx (Figure 1–99a), which is located in the Data Files. The workbook you open contains sales data for Delton Discount. You are to edit data, apply formatting to the worksheet, and move the chart to a new sheet tab.

Perform the following tasks:

1. Make the changes to the worksheet described in Table 1–7. As you edit the values in the cells containing numeric data, watch the totals in row 8, the totals in column H, and the chart change.

| Table 1–7 New Worksheet Data	
Cell	**Change Cell Contents To**
A2	Monthly Departmental Sales
B5	13442.36
C7	115528.13
D5	24757.85
E6	39651.54
F7	29667.88
G6	19585.46

2. Change the worksheet title in cell A1 to the Title cell style and then merge and center it across columns A through H.

3. Use buttons in the Font group on the Home tab on the ribbon to change the worksheet subtitle in cell A2 to 14-point font and then merge and center it across columns A through H. Change the font color of cell A2 to Blue, Accent 1, Darker 50%.

4. Name the worksheet, Department Sales, and apply the Blue, Accent 1, Darker 50% color to the sheet tab (Figure 1–99b).

5. Move the chart to a new sheet called Sales Analysis Chart (Figure 1–99c). Change the chart title to MONTHLY SALES TOTALS.

    If requested by your instructor, on the Department Sales worksheet, replace Delton in cell A1 with your last name.
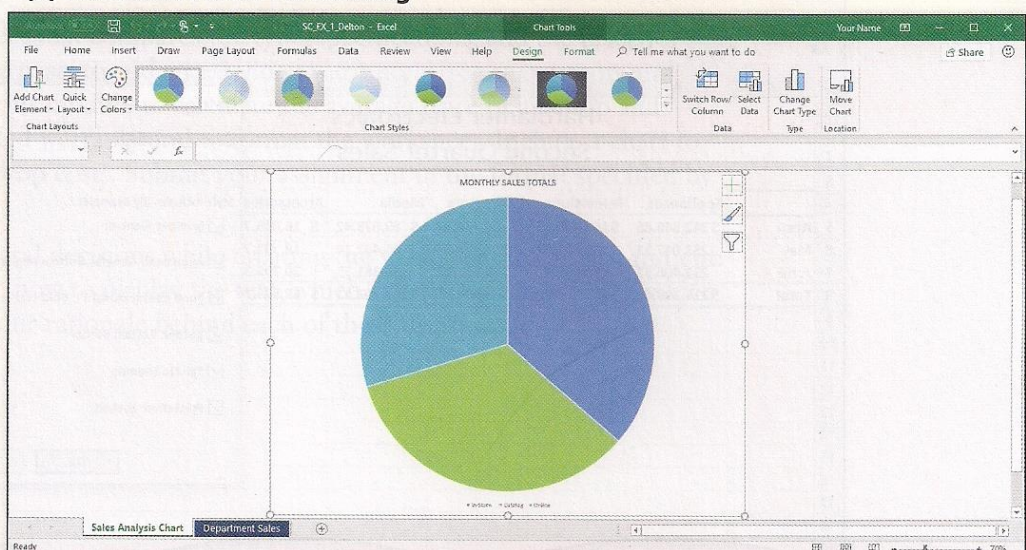
6. Save the workbook with the file name, SC_EX_1_Delton, and submit the revised workbook (shown in Figure 1–99) in the format specified by your instructor and exit Excel.

7. ✳ Besides the styles used in the worksheet, what other changes could you make to enhance the worksheet?
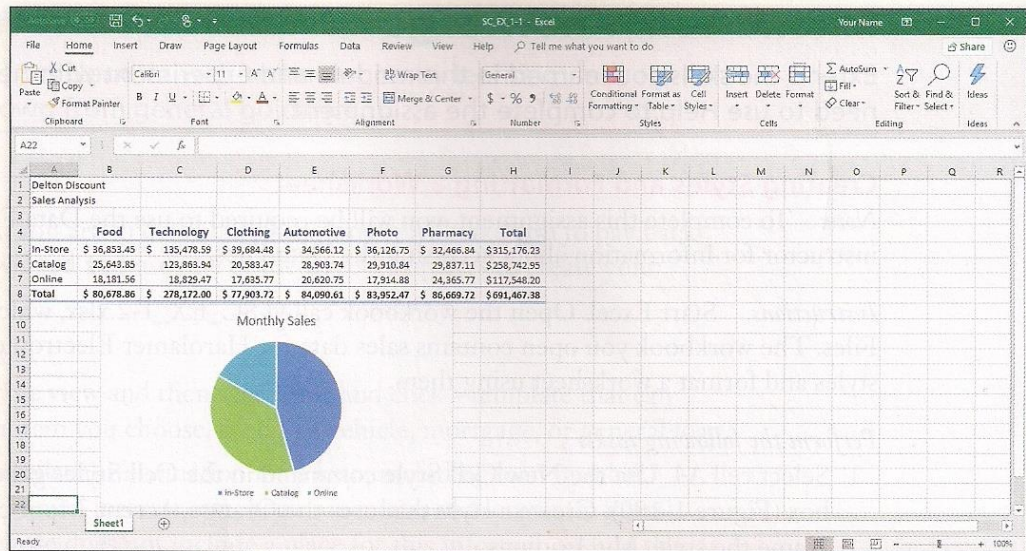
(a) Worksheet before Formatting
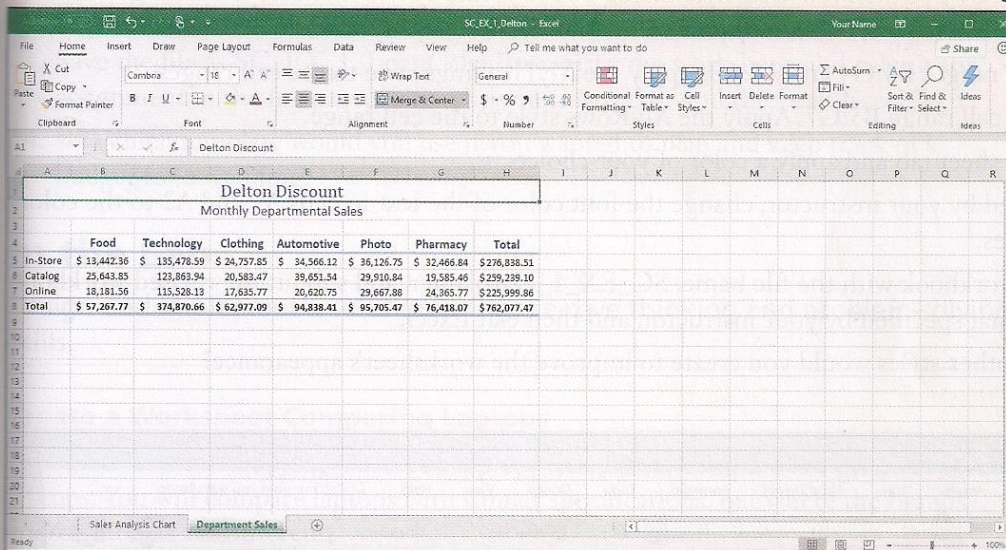
(b) Worksheet after Formatting

(c) Pie Chart on Separate Sheet

Figure 1–99

Extend Your Knowledge

Extend the skills you learned in this module and experiment with new skills. You may need to use Help to complete the assignment.

Creating Styles and Formatting a Worksheet

Note: To complete this assignment, you will be required to use the Data Files. Please contact your instructor for information about accessing the Data Files.

Instructions: Start Excel. Open the workbook called SC_EX_1-2.xlsx, which is located in the Data Files. The workbook you open contains sales data for Harolamer Electronics. You are to create styles and format a worksheet using them.

Perform the following tasks:

1. Select cell A4. Use the New Cell Style command in the Cell Styles gallery open the Style dialog box (Figure 1-100). Create a style that uses the Orange, Accent 2 font color (row 1, column 6). Name the style, MyHeadings.

2. Select cell A5. Use the New Cell style dialog box to create a style that uses the Orange, Accent 2, Darker 50% (row 6, column 6) font color. Name the style, MyRows.

3. Select cell ranges B4:G4 and A5:A8. Apply the MyHeadings style to the cell ranges.

4. Select the cell range B5:G7. Apply the MyRows style to the cell range.

5. Name the sheet tab and apply a color of your choice.

   If requested by your instructor, change the font color of the text in cells A1 and A2 to the color of your eyes.

6. Save the workbook with the file name, SC_EX_1_Harolamer, and submit the revised workbook in the format specified by your instructor, and then exit Excel.

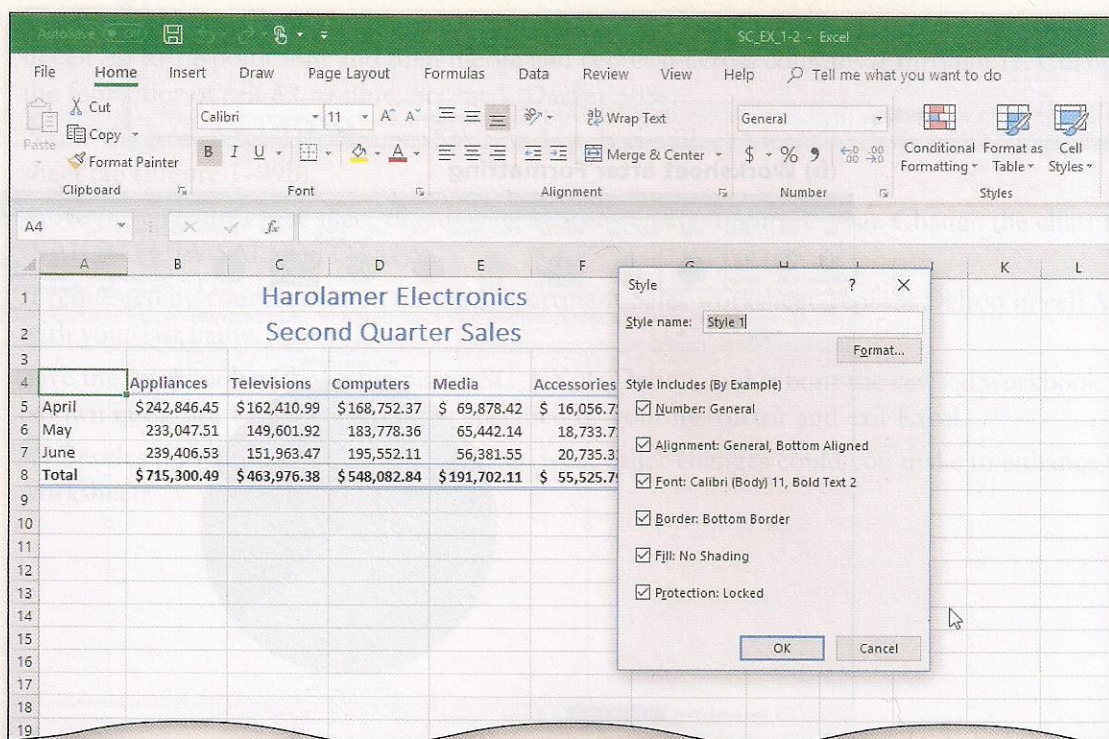7. ✳ What other styles would you create to improve the worksheet's appearance?

Figure 1–100