



Computer Applications I Excel

LAP 1- Project 1: Creating a Worksheet and Embedded Chart

Name _____

Period _____

Date Started _____

Date Completed _____

DoDEA Standards

- ♦PT1f Be proficient in the use of technology
- ♦PT3d Use technology tools and resources for managing and communicating personal/professional information, e.g., finances, schedules, addresses, purchases, and correspondence.
- ♦PT4b Evaluate information critically and completely.
- ♦PT5d Manage and direct one's own learning.

Objectives

- ♦ Describe the Excel worksheet
- ♦ Reset menus and toolbars
- ♦ Select a cell or range of cells
- ♦ Enter text and numbers
- ♦ Used the AutoSum button to sum a range of cells
- ♦ Copy a cell to range of cells using the fill handle
- ♦ Change the size of the font in a cell
- ♦ Bold cell entries
- ♦ Apply the AutoFormat command to format a range
- ♦ Enter cell contents across a series of columns
- ♦ Use the Name box to select a cell
- ♦ Create a Column chart using the Chart Wizard
- ♦ Save a workbook

Resource

Title: Office 2000: Introductory Concepts and Techniques
 Author(s): Shelly/Cashman/Vermaat
 Chapter 1: Project 1: Creating a Worksheet and Embedded Chart

Time Frame 6 hours

Introduction

First, you will be introduced to starting Excel and learn about the Excel window and how to enter text and numbers to create a worksheet. You will learn how to select a range and how to use the AutoSum button to sum numbers in a column or row. Also, you will learn how to copy, fill, format font size, bold, center, edit and other formatting features of Excel. Using the Chart Wizard you will learn how to add a 3-D Column chart. You will learn how to use your help key, to save your workbook and print the worksheets.

Assignments

**Where appropriate and possible, written answers must be in complete sentences and keyed.
 Turn in completed activities as directed by instructor.**

_____ **Read:** p. E 1.3 Objectives for the Microsoft Excel 2000 Project 1

_____ **Read:** pp. E 1.4-1.5 About *Smart Cards*.

_____ **Read:** pp. E 1.6-E 1.16

_____ **Read and Complete:** pp. E 1.16-1.58 Make sure you do each exercise as you read

_____ **Complete:** p. E 1.59 *Apply Your Knowledge*

_____ **Complete:** pp. E 1.60-1.63 select 1 of the 3 *In the Lab* problems

_____ **Complete:** pp. E 1.63-1.64 from *Cases and Places* select 1 problem from each difficulty level

Self Assessment - "I/I can . . . "

- _____ Describe the Excel worksheet
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Please ask instructor for additional instructions or assessment materials