

**Computer Applications I****Excel****LAP 3- Project 3: What-If Analysis, Charting, and Working with Large Worksheets**

Name \_\_\_\_\_

Period \_\_\_\_\_

Date Started \_\_\_\_\_

Date Completed \_\_\_\_\_

**DoDEA Standards**

- ◆ Previously used standards from Excel project 1 and 2 apply plus the following standards
- ◆PT4d Use information technology to analyze, organize, and present information.
- ◆PT5j Demonstrate and advocate for legal and ethical behaviors among peers, family, and community regarding the use of technology and information.

**Objectives**

- ◆ Rotate text in a cell
- ◆ Use the fill handle to create a series of month names
- ◆ Copy a cell's format to another cell using the Format Painter button
- ◆ Copy a range of cells to a nonadjacent paste area
- ◆ Freeze column and row titles
- ◆ Insert and delete cells
- ◆ Format numbers using format symbols
- ◆ Use the NOW function to display and display the system date
- ◆ Use absolute cell references in a formula
- ◆ Use the IF function to enter one value or another in a cell on the basis of a logical test
- ◆ Copy absolute cell references
- ◆ Display and dock toolbars
- ◆ Add a drop shadow to a range of cells
- ◆ Create a 3-D Pie chart on a separate chart sheet
- ◆ Format a 3-D Pie chart
- ◆ Rearrange sheets in a workbook and preview and print multiple sheets
- ◆ Use the Zoom box to change the appearance of the worksheet
- ◆ View different parts of the worksheet through window panes
- ◆ Use Excel to answer what-if questions and use the Goal Seek command to analyze worksheet data

**Resource**

Title: Office 2000: Introductory Concepts and Techniques  
 Author(s): Shelly/Cashman/Vermaat  
 Chapter 3: Project 3: What-If Analysis, Charting, and Working with Large Worksheets

**Time Frame** 10 hours

### Introduction

In creating the workbook for this project, you will learn how to work with large worksheets that extend beyond the window and how to use the fill handle to create a series. They display hidden toolbars, dock a toolbar at the bottom of the screen, and hide an active toolbar. The difference between absolute and relative cell references and how to use the IF function are explained. You will discover how to rotate text in a cell, generate a series, freeze titles, change the magnification of the worksheet, display different parts of the worksheet through panes, and improve the appearance of a chart. Finally, this project introduces using Excel to do what-if analyzes by changing values in cells and goal seeking.

### 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 2.1 Objectives for the Microsoft Excel 2000 Project 2
- \_\_\_\_\_ **Read:** pp. E 2.2-2.3 About *Windy City Pedal Pushers*
- \_\_\_\_\_ **Read:** pp. E 2.4-E 2.7
- \_\_\_\_\_ **Read and Complete:** pp. E 2.7-2.65 Make sure you do each exercise as you read
- \_\_\_\_\_ **Complete:** pp. E 2.66-2.67 *Apply Your Knowledge*
- \_\_\_\_\_ **Complete:** pp. E 2.68-2.76 select 1 of the 3 *In the Lab* problems
- \_\_\_\_\_ **Complete:** pp. E 2.77-2.79 from *Cases and Places* select 1 problem from each difficulty level

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

- \_\_\_\_\_ Rotate text in a cell
- \_\_\_\_\_ Use the fill handle to create a series of month names
- \_\_\_\_\_ Copy a cell's format to another cell using the Format Painter button
- \_\_\_\_\_ Copy a range of cells to a nonadjacent paste area
- \_\_\_\_\_ Freeze column and row titles
- \_\_\_\_\_ Insert and delete cells
- \_\_\_\_\_ Format numbers using format symbols
- \_\_\_\_\_ Use the NOW function to display and display the system date
- \_\_\_\_\_ Use absolute cell references in a formula
- \_\_\_\_\_ Use the IF function to enter one value or another in a cell on the basis of a logical test
- \_\_\_\_\_ Copy absolute cell references
- \_\_\_\_\_ Display and dock toolbars
- \_\_\_\_\_ Add a drop shadow to a range of cells
- \_\_\_\_\_ Create a 3-D Pie chart on a separate chart sheet
- \_\_\_\_\_ Format a 3-D Pie chart
- \_\_\_\_\_ Rearrange sheets in a workbook and preview and print multiple sheets
- \_\_\_\_\_ Use the Zoom box to change the appearance of the worksheet
- \_\_\_\_\_ View different parts of the worksheet through window panes

**Please ask instructor for additional instructions or assessment materials**