

AutoSum, Sort, & Format:

What you will do:

save a copy of a spreadsheet

use AutoSum

sort rows

format numbers

save and print

Start with: halfyear.xls from Adult Education Tab

Use the toolbar buttons for AutoSum and sorting to create totals and arrange the rows.

Copy spreadsheet

1. From the Adult Education Tab in OCRamble.com open the file halfyear.xls, or download the file directly.
2. Class disk Select Save As from the File menu. In the Save As dialog, click Button: New Folder the New Folder button and create a new folder in the my docs folder: excel project1.
3. Class disk Save the workbook as halfyeartotals.xls to the excel project1 folder.

AutoSum and Sort

1. Row Totals: Use AutoSum to create row totals in Column I. After you get two values in Column I, Excel will try to sum the column instead of the row. Change the range when that happens. Remember to press ENTER to accept the formula.
2. Sort: Sort the category rows, Rows 7 - 19, into alphabetical order.
Your formulas refer only to cells in the same row, so you will not mess up the formulas by sorting. Whew!

3. Column Totals: Use AutoSum to create column totals in Row 21. Again Excel will get confused after you have two values in the row. It will try to sum the row instead of the column. Change the range when that happens.

4. Grand Total: In cell I22 use AutoSum to create a grand total, but change the range to include all the cells with Light Turquoise background, B7:H20. Type Grand Total = in cell G22.

Format Numbers

1. Format currency: Format the new totals in column I and in Row 21 and in cell I22 as Currency.

2. Format decimals: There is one value in the table data with a decimal point. Increase the decimals by one for that value.

3. Format Painter: Use the Format Painter button to copy the format of cell E14 to range G22:I22, the grand total and its label. While that range is selected, make the cells bold. Reset I22 to Currency.

4. Label sheet: Select cell D1 and type your name and press ENTER. Select cell E1 and type the date and press ENTER. Select cell D2 and type Exercise Excel 1-2

5. Prepare to Print: Switch to Button: Print Preview Print Preview. Check what will print. Make corrections if necessary. This sheet prints on two pages.

6. Save

7. Printer Print.

Ex. 2 results

June Total

26700	\$ 199,020.00
53400	\$ 398,040.00

21
198
445
\$ 773,419
Grand Tot

World Travel Inc.

Jan Smith 9/17/98

First six months - Key Categories

Exercise Excel Int.-2

Category Name	Jan	Feb	Mar	Apr	May
OUTFLOWS					
Ads	38520	38000	30300	22500	45000
Commission	77040	72000	60600	45000	90000
Insurance	3852	3800	3030	2250	4500
Interest Exp	2182.80	2040	1717	1275	2550
Meals & Entern	6420	6000	5050	3750	7500
Office	3852	3800	3030	2250	4500
Postage / Delivery	2568	2400	2020	1500	3000
Printing / Reproduction	6420	6000	5050	3750	7500
Rent - Office	2568	2400	2020	1500	3000
Returns	38520	38000	30300	22500	45000
Tax	5000	4500	5500	47000	3000
Trip Costs	642000	600000	606000	375000	750000
Wages	2140	2000	2000	2000	2000
Total	\$ 201,022.80	\$ 778,540.00	\$ 665,917.00	\$ 552,275.00	\$ 967,550.00