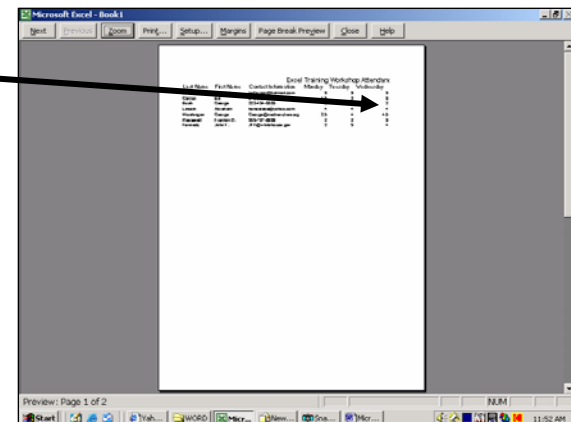


Microsoft Excel: Exercise 4

1. Do your best to make a spreadsheet that looks like this:

| Excel Training Workshop Attendance | | | | | | | | | |
|------------------------------------|-------------|-------------------------|--------|---------|-----------|----------|--------|----------|-------------|
| Last Name | First Name | Contact Information | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Total Hours |
| Jefferson | Thomas | tjefferson@hotmail.com | 3 | 3 | 3 | 3 | 3 | 3 | |
| Clinton | Bill | 212-555-8989 | 4.5 | 2 | 3 | 3 | 4 | 2.5 | |
| Bush | George | 222-454-5555 | 2 | 2 | 2 | 3 | 3 | 2.5 | |
| Lincoln | Abraham | honestabe@yahoo.com | 4 | 4 | 4 | 4 | 3 | 4 | |
| Washington | George | George@nocherrytree.org | 2.5 | 4 | 4.5 | 3 | 3 | 3.5 | |
| Roosevelt | Franklin D. | 555-787-9999 | 2 | 2 | 3 | 3 | 4 | 5 | |
| Kennedy | John F. | JFK@whitehouse.gov | 2 | 5 | 4 | 3.5 | 2.5 | 3 | |

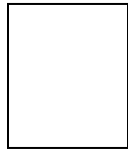
2. **Check your work** carefully. Look for mistakes.
3. **Ask** a teacher to check your work.
4. **Save** this file on your disk, then continue the exercise.
5. **Click** on **FILE**.
6. **Click** on **PRINT PREVIEW**.
7. **See** that some of the information does not fit on the page.
8. **Click** on **CLOSE**.



9. Click on **FILE**. Click on **PAGE SETUP**.

10. Click on the circle next to **LANDSCAPE**.
This changes the direction of the page.

Portrait looks like this

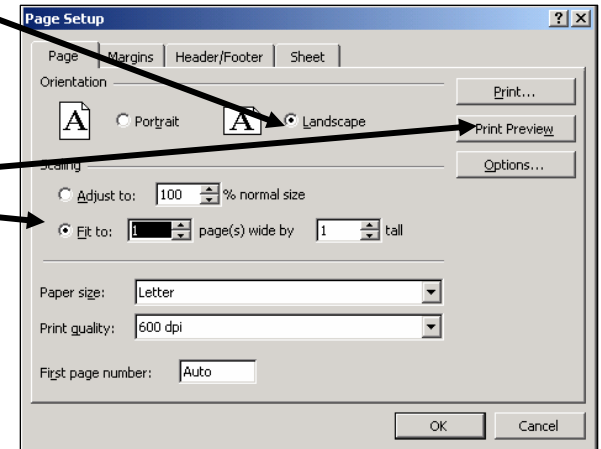


Landscape looks like this



11. Click on the circle next to **FIT TO**.

12. Click on **PRINT PREVIEW**.



13. Does everything fit on the page? Click on **CLOSE**.

12. Carefully Highlight the names, phone numbers, e-mail addresses, and hours of attendance. (In later versions of Excel, you will need to highlight the column titles also)

13. Now Alphabetize the list using the button that looks like this:



14. **Check your work**. Does each person still have the correct e-mail address or phone number?

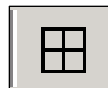
15. In the last column add the totals for each person's attendance hours.

16. **Highlight** all the cells that have information.

17. Click on the triangle next to the **borders** button:



18. Click on the **all borders** button:



19. **Print** the spreadsheet.

20. **Check your work.** It should look like this:

| Excel Training Workshop Attendance | | | | | | | | | |
|---|-------------------|----------------------------|---------------|----------------|------------------|-----------------|---------------|-----------------|--------------------|
| <i>Last Name</i> | <i>First Name</i> | <i>Contact Information</i> | <i>Monday</i> | <i>Tuesday</i> | <i>Wednesday</i> | <i>Thursday</i> | <i>Friday</i> | <i>Saturday</i> | <i>Total Hours</i> |
| Bush | George | 222-454-5555 | 2 | 2 | 2 | 3 | 3 | 2.5 | 14.5 |
| Clinton | Bill | 212-555-8989 | 4.5 | 2 | 3 | 3 | 4 | 2.5 | 19 |
| Jefferson | Thomas | tjefferson@hotmail.com | 3 | 3 | 3 | 3 | 3 | 3 | 18 |
| Kennedy | John F. | JFK@whitehouse.gov | 2 | 5 | 4 | 3.5 | 2.5 | 3 | 20 |
| Lincoln | Abraham | honestabe@yahoo.com | 4 | 4 | 4 | 4 | 3 | 4 | 23 |
| Roosevelt | Franklin D. | 555-787-9999 | 2 | 2 | 3 | 3 | 4 | 5 | 19 |
| Washington | George | George@nocherrytree.org | 2.5 | 4 | 4.5 | 3 | 3 | 3.5 | 20.5 |

21. **Use a pen to answer these questions:**

How many hours was George Bush in class on Wednesday? _____

How many hours did Franklin D. Roosevelt attend for the whole week? _____

What is John F. Kennedy's e-mail address? _____

How can you contact Bill Clinton? _____

Who had the most hours on Monday? _____

Who had the least hours for the total week? _____