Microsoft Excel: Exercise 5

In this exercise:
- Using AutoSum
- Using the fill handle to copy formulas
- Using AutoFormat
- Using the Chart Wizard to create a pie and bar graph

This is a case study exercise. In a case study you imagine that you are doing work for an actual job. **Read** the information in the box below.

Case Study

While traveling in Mexico, Sarah Voyage and three of her friends came up with the idea of starting a worldwide travel agency for college students. After graduation, they invested $3,000 each and started their dream company, Spring Break Travels, Inc. Thanks to their good business skills and the popularity of personal computers and the World Wide Web, the company has become the number one for college Spring Break trips.

As sales continue to grow, the management at Spring Break Travels, Inc. has realized they need a better tracking system for first quarter sales. As a result, they have asked you to prepare a first quarter sales worksheet that shows the sales for the first quarter.

In addition, Sarah has asked you to create 2 graphs showing the first quarter sales (a pie graph showing the most effective sales method and a bar graph showing the most popular vacation packages) since she does not like only lists of numbers.

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1. **Click** on Cell A1

2. **Type** *Spring Break Travels 1st Qtr Sales* in cell A1. This is the title of your spreadsheet.

3. **Click** on cell B2

4. **Type** *Mail*

5. **Press** the **right arrow** key to move to cell C2

6. **Type** *Campus* in C2, *Telephone* in D2, *Web* in E2, and *Total* in F2. These are all the ways that the company advertises.

7. **Click** on cell A3 and **Type** *Bahamas Beach Party*. **Press** the ↓ key.

8. **Type** *Florida Vacation* in cell A4, *St. Thomas Escape* in cell A5, *South Padre Paradise* in cell A6 and *Total* in cell A7.
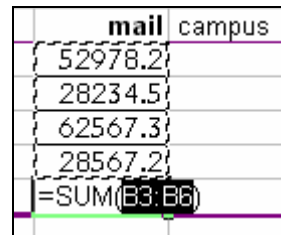
9. **Type** these numbers in the correct cells:

	Mail	Campus	Telephone	Web
Bahamas Beach	52978.23	38781.35	37213.45	29998.65
Florida Vacation	28234.5	48401.53	27034.56	42911.16
St. Thomas Escape	62567.25	72516.12	24354.86	77019.32
South Padre Paradise	28567.15	69777.64	49976.6	32019.45

10. **Click** on cell B7 and then **point** to the **AutoSum** button on the standard toolbar. It looks

    like this: Σ

11. **Click** on the **AutoSum** button. Column B will be surrounded by a moving border called a
    marquee. The formula =SUM(B3:B6) will appear in cell B7.

 | mail | campus |
    |---|---|
    | 52978.2 | |
    | 28234.5 | |
    | 62567.3 | |
    | 28567.2 | |
    | =SUM(B3:B6) | |

12. **Click** the AutoSum button again. A total will appear. The computer has added together all
    the numbers in cells B3, B4, B5, B6.

13. **Click** in cell B7, **Place the cursor** over the fill handle (the tiny black square at the bottom
right of the selected cell) and **drag** the cursor to cell E7.

| mail	campus	telephone	web	total
52978.23	38781.35	37213.45	29998.65	
28234.5	48401.53	27034.56	42911.16	
62567.25	72516.12	24354.86	77019.32	
28567.15	69777.64	49976.6	32019.45	
172347.13	229476.6	138579.47	181948.6	

14. Take your finger off the mouse button. Excel has automatically added together each one of
    the columns. You can see how much money was made through each type of advertising
    (mail, campus, web etc.)

15. **Click** on cell F3. **Highlight** the column down to F7 (do not use the fill handle).

16. **Click** on the **AutoSum** button. Σ Now you have added up the total amount of money
    made at each vacation place.

17. **Click** in B5. **Type** the number 12. **Press** the **ENTER** key.

18. **See** that Excel automatically changes the total.

19. **Click** on the **FORMAT** menu and **Click** on **AUTOFORMAT**. **Click** on the format called "Accounting 2".

20. **See** how Excel automatically formats your spreadsheet. Format means change the way that it looks.

21. **Click** in cell A1 and **Highlight** until F1. **Press** the **center and merge** button. **Bold** the title and change the font size to **16**pt.

22. **Bold** the words *Mail, Campus, Telephone, Web* and also the names for the tours.

23. **Save** this spreadsheet on your disk. **Name** it *Excel 3*. Do not close.
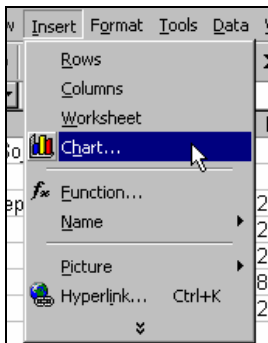

Making a graph

1. First you will make a pie graph that shows which way of marketing (advertising) makes the

   most money. A pie graph looks like this:

2. **Highlight** the totals for each form of marketing (mail, campus, telephone, and web). These are in cells B7 to E7. <u>Do not</u> include F7.

3. **Click** on the **INSERT** menu and select **CHART.**

4. In the box labeled **CHART TYPE** select **PIE. Click** on **NEXT**. You will see a box like this:
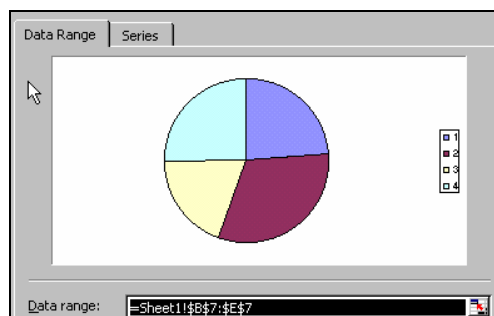
5. **See** that there are no labels on the graph to tell us which color means which type of marketing. Lets fix this. **Click** on **CANCEL**.

6. **Highlight** B7 through E7 again. Now **hold down** the **CTRL** key with your left hand. And with your right hand **Highlight** B2 through E2. It should look like this:

mail	campus	telephone	web	t
52978.23	38781.35	37213.45	29998.65	
28234.5	48401.53	27034.56	42911.16	
62567.25	72516.12	24354.86	77019.32	
28567.15	69777.64	49976.6	32019.45	
172347.13	229476.6	138579.47	181948.6	

7. **Click** on the **INSERT** menu and select **CHART.**

8. In the box labeled **CHART TYPE** select **PIE. Click** on **NEXT**. It should look like this:
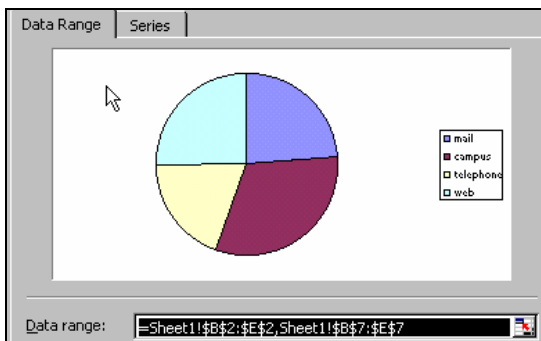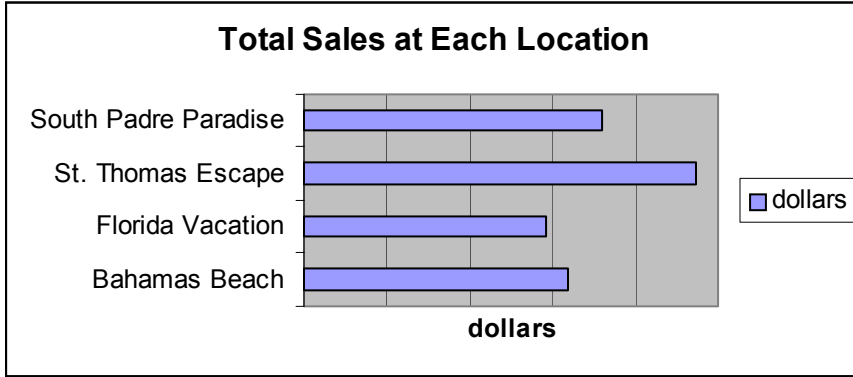

9. **Click** on **NEXT**.

10. In the box labeled **CHART TITLE Type** the words *Marketing Meathods*.

11. **Click** on the **DATA LABELS** tab at the top of the window.

12. **Click** in the circle next to **SHOW PERCENT**. **Click** on **NEXT**.

13. **Click** in the circle next to **AS OBJECT IN**. This will put your chart on the same page as the numbers. **Click** on **Finish**.

14. Now you must place your chart somewhere where it won't cover up the other information. **Click** in the middle of the chart and **Drag** it to the place you want it to be.

Another Graph

1. Now we want to make a different kind of graph. This one will show the total amount of money made at each of the vacation places (Bahamas, Florida, etc.)

2. **Highlight** cells F3 to F6 and A3 to A6**.** Remember to use the **CTRL** key to select two areas that are not next to each other.

3. Try to figure out how to make a **bar graph** this time. It isn't very different from making a pie graph.Try to learn on your own but ask for help if you need it.

4. Your bar graph should look something like this when you're finished:

Total Sales at Each Location

South Padre Paradise

St. Thomas Escape

Florida Vacation

Bahamas Beach

☐ dollars

dollars

5. **Save** this file to your disk. **Name** it *Excel 3*.