

# Spreadsheet Homework

---

Create the worksheets shown on the following page:

Note: the shaded numbers are all formulas or functions, you do not have to shade them, but do not just type them!

## Sheet 1

Create the WORKSHOP EXPENDITURES spreadsheet. Save the file as YourLastName5a.xls

- Enter the title lines in column A. **Center them across columns A-D**
- Do not skip columns as you enter data. **Widen columns as necessary.**
- **Use a formula for the difference and copy it down the column.**
- **Right align** the column headings in **columns B-D**
- **Format the first and last row** of numbers as **currency with no decimals**
- **Underline the column headings** and the **bottom lines as shown.**

## Sheet 2

Create the TEAM SCORES worksheet.

- **Use functions** that you can **copy down the column** and **across the row** to calculate the totals and averages
- **Center the title across columns A-F**, widen columns as needed
- Set the **titles point size to 12**
- **Center the column headings and values** in columns B-F
- **Format all the numbers to 1 decimal place**
- **Italicize the names**
- **Apply borders** as shown

# Charts

---

Open your Excel Workbook file use Sheet 1, WORKSHOP EXPENDITURES, to create the chart.

1. Select only the **first 3 columns (not including the totals)**
2. The **chart type is column**
3. The column format is 1 (**clustered column**)
4. Add the **first line of the chart title and y-axis title**
5. **After the chart is created**, select the legend, (click once - the Sizing Handles appear)
6. Choose Format – Selected Legend – Placement – Bottom
7. Select the x-axis
8. Choose Format – Selected Axis – Alignment – Text (horizontal) – font size 10.
9. Click on the title and add the subtitle, adjust the title font to 16 pts, and the subtitle to 11 pts
10. Select the y-axis – Click once, then once again – Add the second title line
11. Adjust the y-axis first title font to 14 pts, and the second title line font to 10 pts.
12. Save your work!

Chart on Sheet 2

Go to Sheet 2 of your Workbook

1. Select only the first 5 columns (do not include totals or averages) (A2:E8)
2. The chart type is column
3. The chart format is 2 (Stacked column)
4. Add the chart title, but no axis titles
5. After the chart is created double-click on the chart and select the title
6. Change the point size to 14

## Spreadsheets

---

Use Sheet 1 of your Excel Workbook.

### Workshop Expenditures (in thousands)

<u>Budget Item</u>	<u>Budget</u>	<u>Expenses</u>	<u>Difference</u>
Planning	\$150.00	\$122.00	\$28
Development	850	925	(\$75)
Implementation	1150	1025	\$125
Review	300	333	(\$33)
Marketing	550	534	\$16
Total	\$3,000	\$2,939	\$61

Use Sheet 2 of your Excel Workbook

TEAM SCORES					
Gymnast	Vault	Uneven Bars	Floor Exercises	Balance Beam	Total
<i>Tammy</i>	8.0	8.0	6.5	9.0	31.5
<i>Emily</i>	5.0	7.5	7.5	9.0	29.0
<i>Hannah</i>	7.0	7.0	8.5	8.5	31.0
<i>Alexis</i>	7.5	7.5	7.5	8.5	31.0
<i>Ashley</i>	5.5	8.5	6.5	8.0	28.5
<i>Samantha</i>	8.5	6.0	7.0	8.0	29.5
Total	41.5	44.5	43.5	51.0	180.5
Average	6.9	7.4	7.3	8.5	30.1

# Charts

