

IN150

Foundations for Success in IT Careers

Seminar 6

AGENDA

IN150 - Seminar 6

1. Workbook Management Facts (5.2.6 Lab)
2. Organize and Enter in Data (5.3.5 Lab)
3. Format Cells (5.5.6 Lab)
4. Organize Budget Worksheets (5.2.10 Lab)
5. Looking Ahead

Note: Any labs we do in seminar, will still need to be done separately in the CompTIA environment to receive credit through the automatic grading system. Our coverage is to help you practice and maximize your performance for the labs.



5.2.6 Lab

WORKBOOK MANAGEMENT FACTS



WORKBOOK MANAGEMENT FACTS

Purpose

The purpose of this lab is to get you familiar with creating a new workbook.

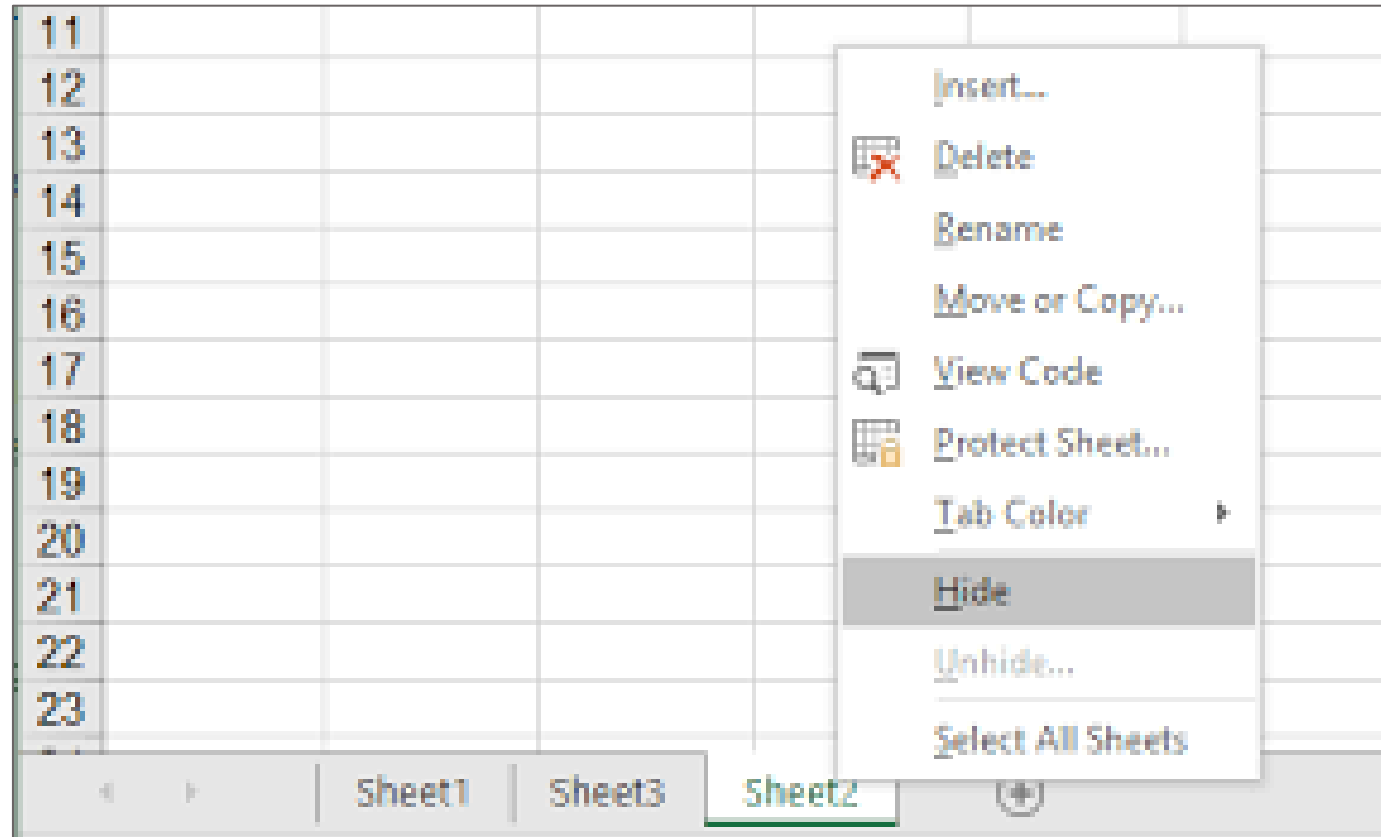
We will go through the lab here.



WORKBOOK MANAGEMENT FACTS

5.2.6 Lab

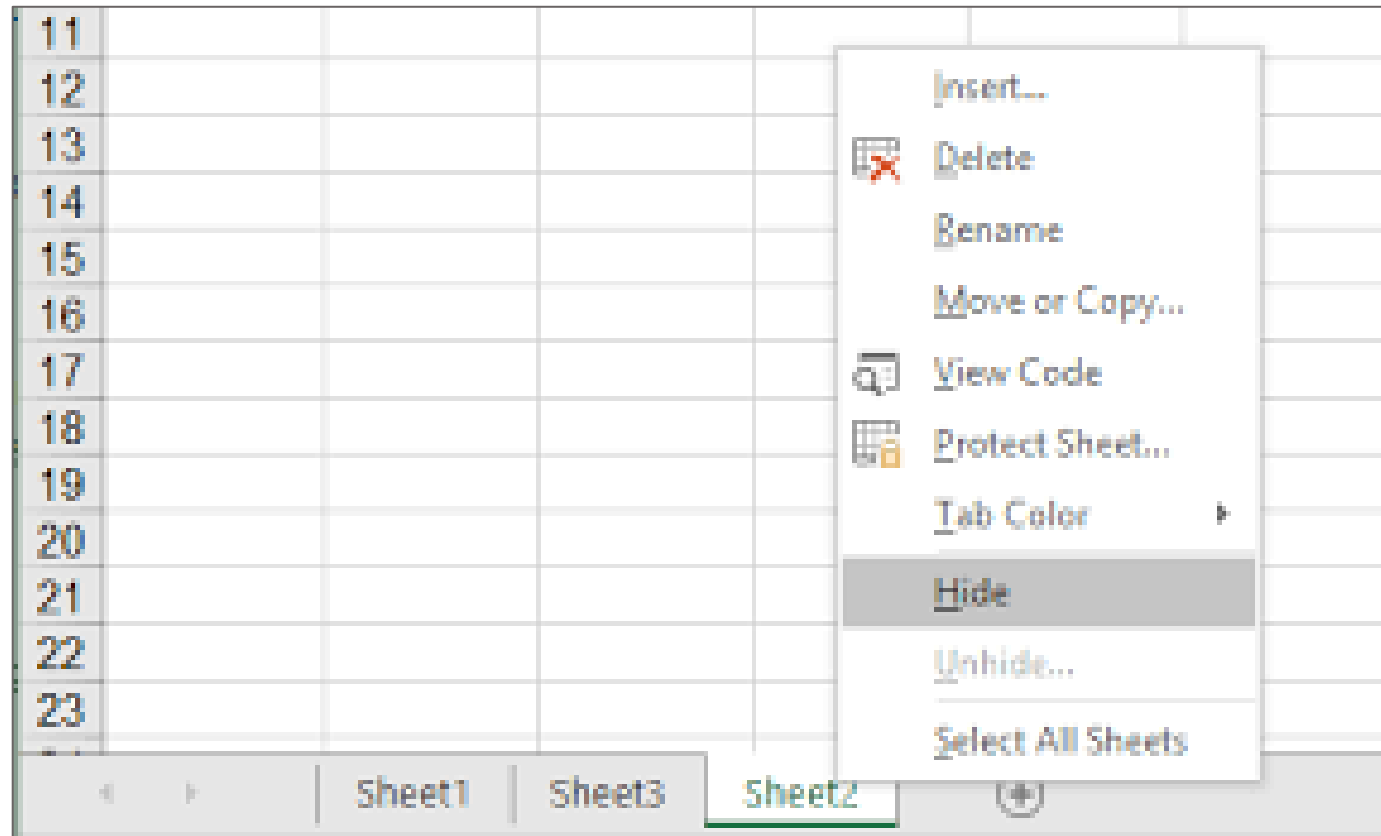
How did we get to this screen?



WORKBOOK MANAGEMENT FACTS

5.2.6 Lab

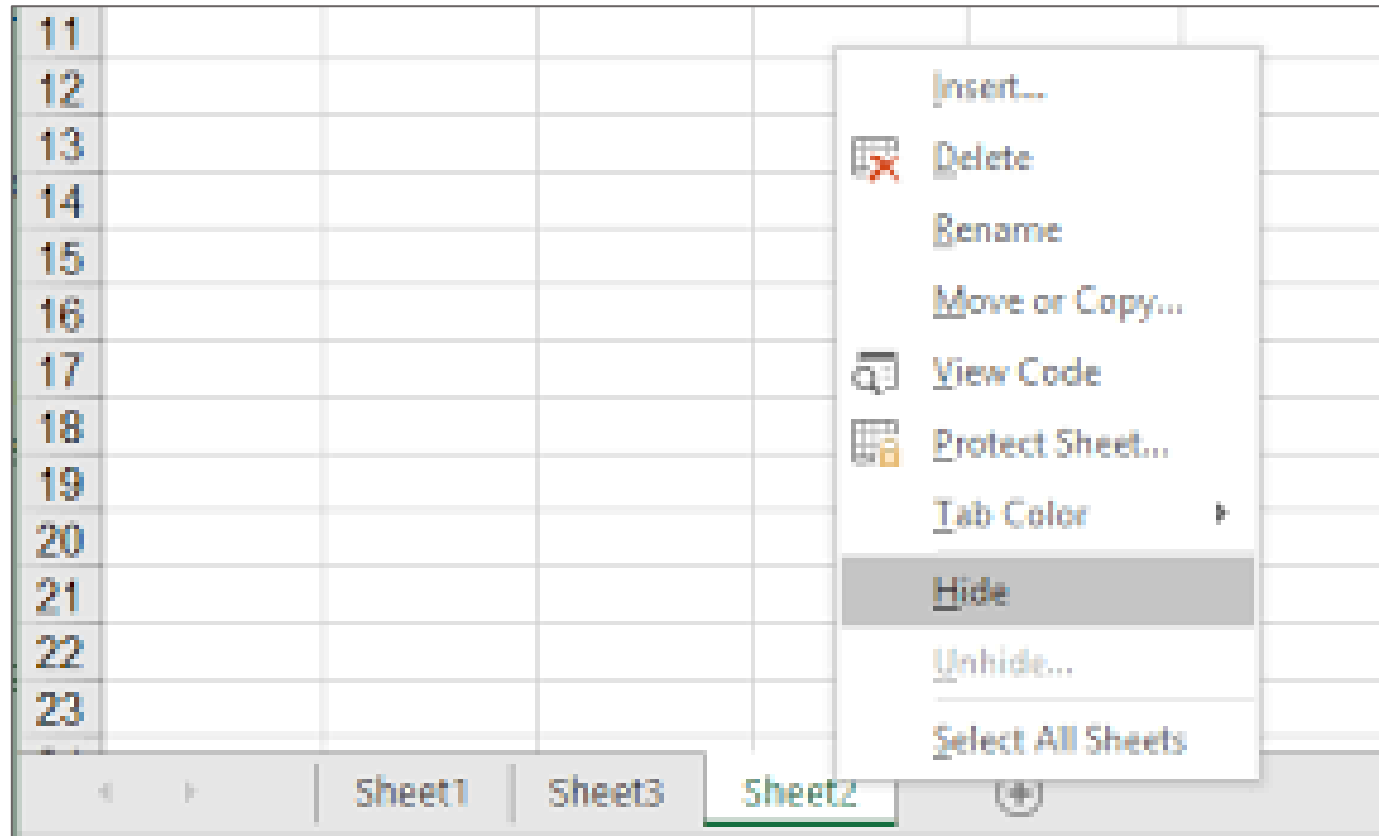
- Where can you insert a new tab?
- Where can you delete a tab?
- Where can you copy a tab?



WORKBOOK MANAGEMENT FACTS

5.2.6 Lab

- Where can you protect the sheet?
- Where can you change the tab color?
- Where do you hide a tab?



5.3.5 Lab

ORGANIZE AND ENTER IN DATA



ORGANIZE AND ENTER IN DATA

Purpose

The purpose of this lab is to get you familiar with organizing data in Excel.

We will go through the lab here.



ORGANIZE AND ENTER DATA

5.3.5

How can you add a row to the top of the Cookie Sales sheet?

The screenshot shows the Microsoft Excel interface with the 'Cookie Sales' worksheet selected. The ribbon is set to 'Home', and the 'Insert' tab is active. The 'Insert' group shows the 'Insert Rows' icon highlighted. The worksheet grid shows a new row (row 1) added at the top, with the formula bar displaying the value '6' in cell B8. The data in the worksheet is as follows:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1		Sarah				Julie				Jessica					
2		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2
3	Caramoas	14	19	15	6	25	8	14	8	23	7	20	10	16	1
4	Shortfoils	14	12	24	20	7	10	9	8	18	15	10	14	15	1
5	Win Mints	11	13	24	21	15	5	12	5	25	6	12	8	23	2
6	Fig Gluttons	17	17	19	16	5	24	13	12	14	23	24	10	24	1
7	Jaffa Cakes	25	12	18	17	5	20	5	18	18	20	23	10	7	1
8	Lorelos	6	19	18	25	11	7	25	25	15	25	7	23	25	1
9	Cream Crackers	10	16	21	20	23	12	25	15	9	23	12	6	13	2
10	Tea Biscuits	15	13	5	25	13	16	25	24	20	8	21	22	16	1
11	Madelines	16	22	25	24	25	14	18	16	24	17	12	8	9	1
12	Palmiers	18	19	5	24	10	14	5	11	9	11	6	10	18	2
13	Macaroons	6	11	21	23	23	18	22	14	24	20	25	15	15	2
14	Biscochitos	7	8	22	12	9	20	16	22	16	8	21	15	8	1
15	Sugar Cookies	16	11	12	9	18	8	9	14	15	7	16	12	8	1
16	Cookie Dough	14	14	11	9	10	18	25	15	15	25	17	5	10	1
17	Chocolate Chip	13	23	8	5	14	19	10	8	7	22	17	23	6	1
18	Oatmeal Raisin	10	19	8	21	16	15	18	24	17	9	18	17	24	2
19	Macadamia	25	13	25	19	18	23	6	24	20	15	13	21	6	2
20	White Chocolate	23	11	6	5	15	5	22	20	13	14	10	12	23	2



ORGANIZE AND ENTER IN DATA

5.3.5

How would you add a new column to the left of all of the data below?

The screenshot shows the Microsoft Excel interface with the following data table:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1																
2	Mon	Tue	Wed	Thu	Fri	Sat	Sun									
3	\$1,132	\$1,361	\$1,329	\$1,032	\$1,963	\$442	\$390									
4	\$1,311	\$1,104	\$1,166	\$1,183	\$1,313	\$456	\$648									
5	\$1,510	\$1,186	\$1,755	\$1,068	\$1,817	\$564	\$606									
6	\$1,790	\$1,471	\$1,696	\$998	\$1,800	\$470	\$719									
7	\$1,067	\$1,249	\$1,223	\$1,010	\$1,430	\$556	\$843									
8	\$1,288	\$1,186	\$1,709	\$1,187	\$1,768	\$465	\$823									
9	\$1,025	\$1,208	\$1,528	\$1,018	\$1,228	\$519	\$876									
10	\$1,335	\$1,176	\$1,715	\$1,095	\$1,320	\$534	\$227									
11	\$1,406	\$1,153	\$1,339	\$957	\$1,679	\$490	\$322									
12	\$1,655	\$1,486	\$1,691	\$962	\$1,829	\$599	\$627									
13	\$1,100	\$1,003	\$1,414	\$1,010	\$1,975	\$590	\$312									
14	\$1,102	\$1,462	\$1,698	\$974	\$1,779	\$533	\$420									
15	\$15,721	\$15,045	\$18,263	\$12,494	\$19,901	\$6,218	\$6,813									
16																
17																
18																
19																
20																

Video:

https://www.linkedin.com/learning-login/share?account=2045532&forceAccount=false&redirect=https%3A%2F%2Fwww.linkedin.com%2Flearning%2Fcert-prep-excel-associate-microsoft-office-specialist-for-microsoft-365-apps%2Finsert-and-delete-columns-rows-and-cells%3Ftrk%3Dshare_video_url%26shareId%3Dv1mSxDfHrKOZBHnmkzwSfg%253D%253D



ORGANIZE AND ENTER DATA

5.3.5

How can you freeze the first column?

The screenshot shows the Microsoft Excel interface with the 'View' ribbon selected. The 'Freeze Panes' option is highlighted in the ribbon. The spreadsheet below shows a table of sales data for three employees: Sarah, Julie, and Jessica. The columns represent different cookie products, and the rows represent sales data for each employee.

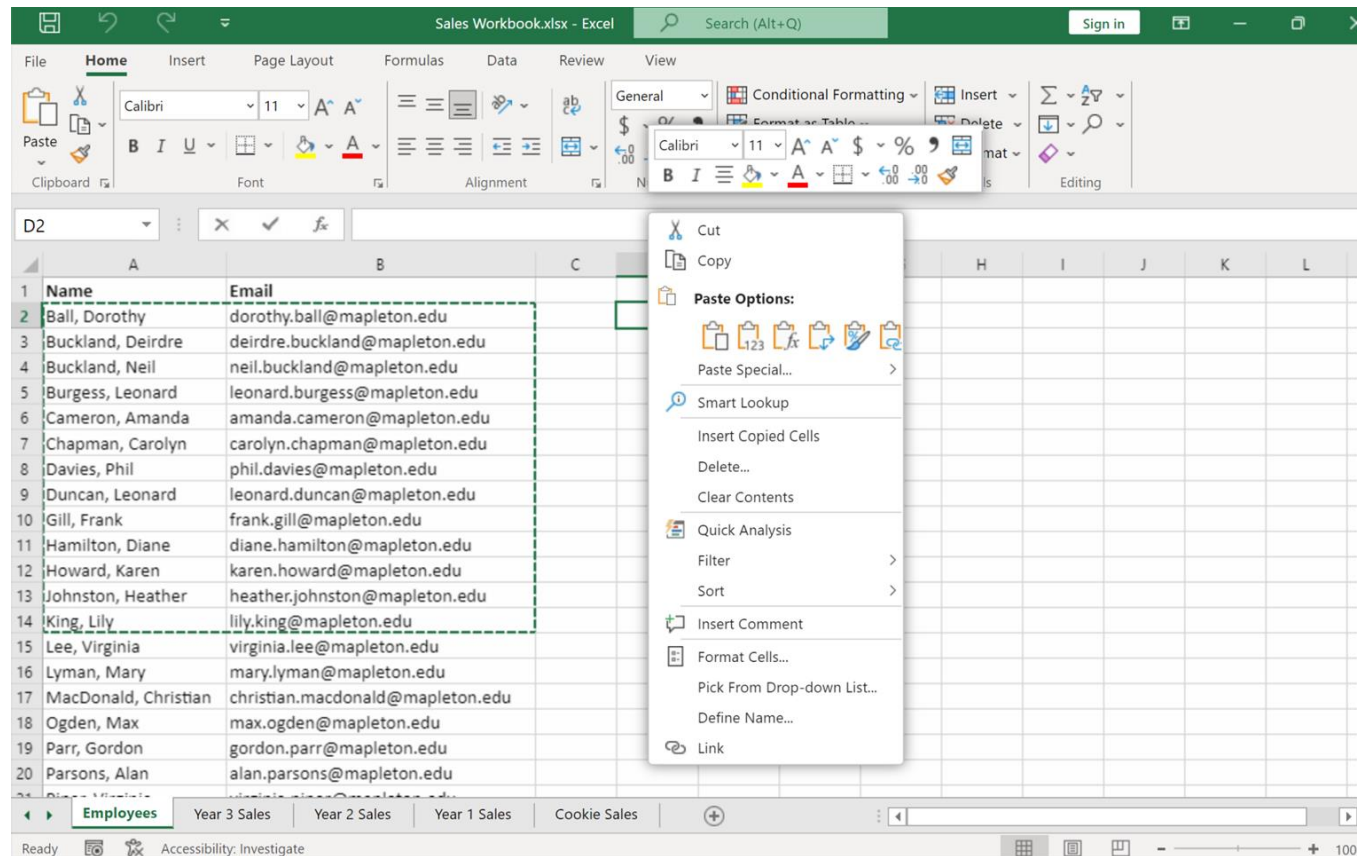
	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1		Sarah				Julie				Jessica				
2		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1
3	Caramoas	14	19	15	6	25	8	14	8	23	7	20	10	16
4	Shortfoils	14	12	24	20	7	10	9	8	18	15	10	14	15
5	Win Mints	11	13	24	21	15	5	12	5	25	6	12	8	23
6	Fig Gluttons	17	17	19	16	5	24	13	12	14	23	24	10	24
7	Jaffa Cakes	25	12	18	17	5	20	5	18	18	20	23	10	7
8	Lorelos	6	19	18	25	11	7	25	25	15	25	7	23	25
9	Cream Crackers	10	16	21	20	23	12	25	15	9	23	12	6	13
10	Tea Biscuits	15	13	5	25	13	16	25	24	20	8	21	22	16
11	Madelines	16	22	25	24	25	14	18	16	24	17	12	8	9
12	Palmiers	18	19	5	24	10	14	5	11	9	11	6	10	18
13	Macaroons	6	11	21	23	23	18	22	14	24	20	25	15	15
14	Biscochitos	7	8	22	12	9	20	16	22	16	8	21	15	8
15	Sugar Cookies	16	11	12	9	18	8	9	14	15	7	16	12	8
16	Cookie Dough	14	14	11	9	10	18	25	15	15	25	17	5	10
17	Chocolate Chip	13	23	8	5	14	19	10	8	7	22	17	23	6
18	Oatmeal Raisin	10	19	8	21	16	15	18	24	17	9	18	17	24
19	Macadamia	25	13	25	19	18	23	6	24	20	15	13	21	6
20	White Chocolate	23	11	6	5	15	5	22	20	13	14	10	12	23



ORGANIZE AND ENTER DATA

5.3.5

What do the different paste options mean?



Video:

https://www.linkedin.com/learning-login/share?account=2045532&forceAccount=false&edirect=https%3A%2F%2Fwww.linkedin.com%2Flearning%2Fcert-prep-excel-associate-microsoft-office-specialist-for-microsoft-365-apps%2Fpaste-data-using-special-paste-options%3Ftrk%3Dshare_video_url%26shareId%3Dv1mSxDfhRkOZBhnmkzwSfg%253D%253D



ORGANIZE AND ENTER DATA

5.3.5

Where is cell H2?

The screenshot shows the Microsoft Excel interface with a spreadsheet titled "Sales Workbook.xlsx". The spreadsheet has columns A through L and rows 1 through 21. The data is organized as follows:

1	Name	Email	C	H	I	J	K	L
2	Ball, Dorothy	dorothy.ball@mapleton.edu						
3	Buckland, Deirdre	deirdre.buckland@mapleton.edu						
4	Buckland, Neil	neil.buckland@mapleton.edu						
5	Burgess, Leonard	leonard.burgess@mapleton.edu						
6	Cameron, Amanda	amanda.cameron@mapleton.edu						
7	Chapman, Carolyn	carolyn.chapman@mapleton.edu						
8	Davies, Phil	phil.davies@mapleton.edu						
9	Duncan, Leonard	leonard.duncan@mapleton.edu						
10	Gill, Frank	frank.gill@mapleton.edu						
11	Hamilton, Diane	diane.hamilton@mapleton.edu						
12	Howard, Karen	karen.howard@mapleton.edu						
13	Johnston, Heather	heather.johnston@mapleton.edu						
14	King, Lily	lily.king@mapleton.edu						
15	Lee, Virginia	virginia.lee@mapleton.edu						
16	Lyman, Mary	mary.lyman@mapleton.edu						
17	MacDonald, Christian	christian.macdonald@mapleton.edu						
18	Ogden, Max	max.ogden@mapleton.edu						
19	Parr, Gordon	gordon.parr@mapleton.edu						
20	Parsons, Alan	alan.parsons@mapleton.edu						

A context menu is open over the selected range of cells (A2:B14), showing options such as Cut, Copy, Paste Options, Smart Lookup, Insert Copied Cells, Delete..., Clear Contents, Quick Analysis, Filter, Sort, Insert Comment, Format Cells..., Pick From Drop-down List..., Define Name..., and Link.

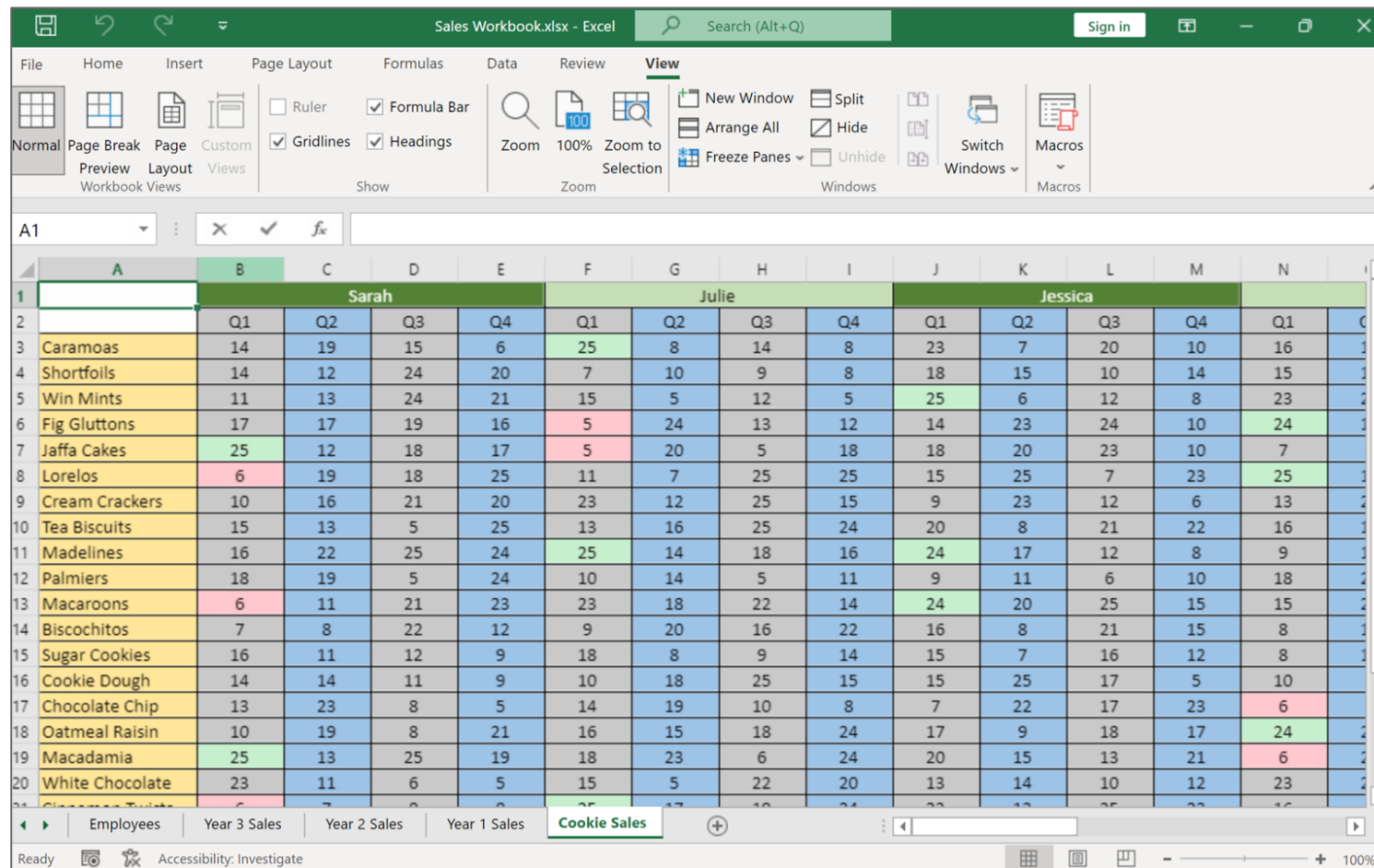
The question "Where is cell H2?" is asked, as cell H2 is currently empty and not visible in the current view.



ORGANIZE AND ENTER DATA

5.3.5

How can you clear a row of data?



The screenshot shows the Microsoft Excel interface with the 'View' ribbon selected. The spreadsheet displays sales data for three employees: Sarah, Julie, and Jessica. The data is organized into columns for each employee and rows for various products. The 'View' ribbon includes options for Gridlines, Headings, Zoom, and Windows.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1		Sarah				Julie				Jessica				
2		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1
3	Caramoas	14	19	15	6	25	8	14	8	23	7	20	10	16
4	Shortfoils	14	12	24	20	7	10	9	8	18	15	10	14	15
5	Win Mints	11	13	24	21	15	5	12	5	25	6	12	8	23
6	Fig Gluttons	17	17	19	16	5	24	13	12	14	23	24	10	24
7	Jaffa Cakes	25	12	18	17	5	20	5	18	18	20	23	10	7
8	Lorelos	6	19	18	25	11	7	25	25	15	25	7	23	25
9	Cream Crackers	10	16	21	20	23	12	25	15	9	23	12	6	13
10	Tea Biscuits	15	13	5	25	13	16	25	24	20	8	21	22	16
11	Madelines	16	22	25	24	25	14	18	16	24	17	12	8	9
12	Palmiers	18	19	5	24	10	14	5	11	9	11	6	10	18
13	Macaroons	6	11	21	23	23	18	22	14	24	20	25	15	15
14	Biscochitos	7	8	22	12	9	20	16	22	16	8	21	15	8
15	Sugar Cookies	16	11	12	9	18	8	9	14	15	7	16	12	8
16	Cookie Dough	14	14	11	9	10	18	25	15	15	25	17	5	10
17	Chocolate Chip	13	23	8	5	14	19	10	8	7	22	17	23	6
18	Oatmeal Raisin	10	19	8	21	16	15	18	24	17	9	18	17	24
19	Macadamia	25	13	25	19	18	23	6	24	20	15	13	21	6
20	White Chocolate	23	11	6	5	15	5	22	20	13	14	10	12	23

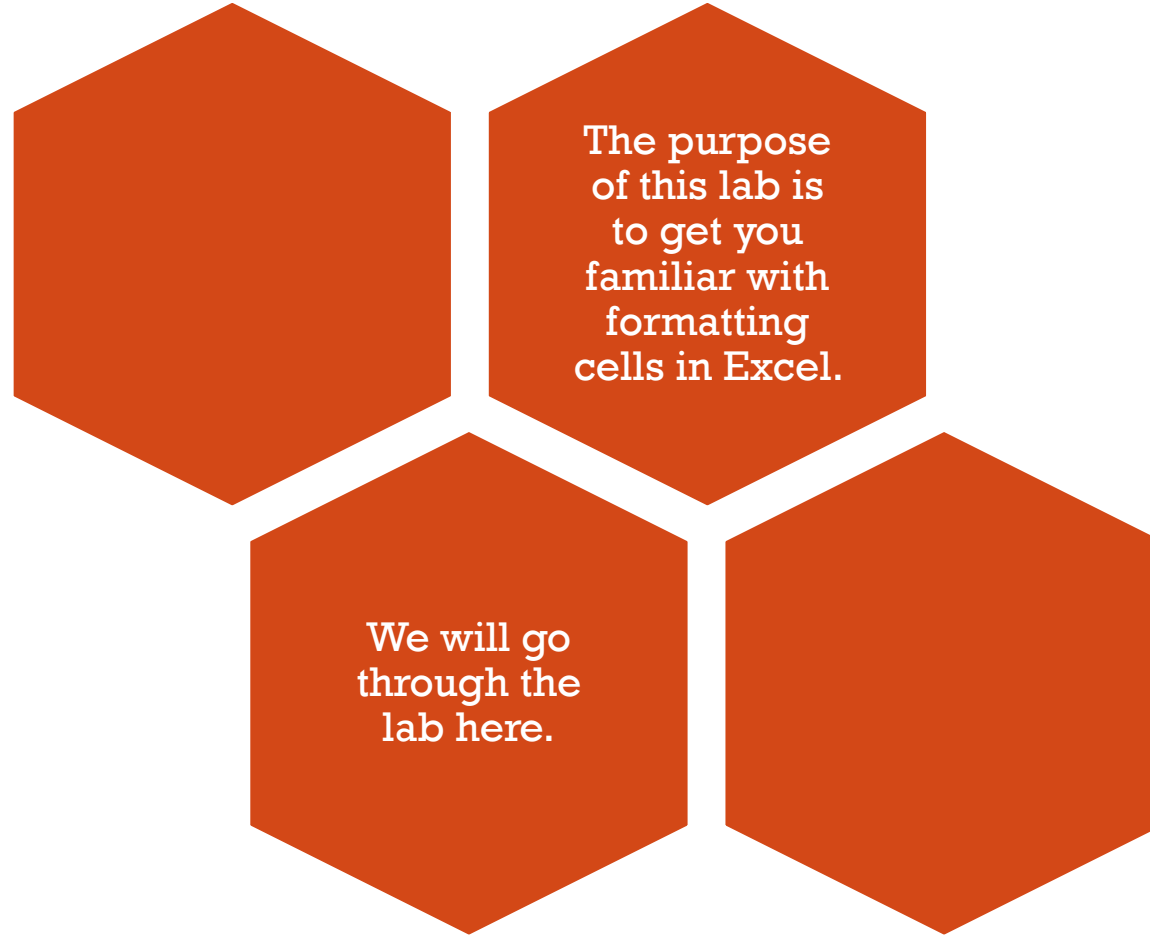


5.5.6 Lab

FORMAT CELLS

FORMAT CELLS

Purpose



FORMATTING CELLS

5.5.6 Lab

- Where is the cell border function?
- Where can you clear all formatting of a cell?

The screenshot shows the Microsoft Excel interface. The title bar indicates the file is 'H20_Sports_1.xlsx - Excel'. The ribbon is set to the 'Home' tab, with the 'Font' group selected. The spreadsheet contains a table with the following data:

Item Name	Price
Jersey	19.99
Football	14.99
Basketball	16.99
Tennis Racket	12.99
Baseball Bat	17.99

Cell H9 is selected, and a green border is visible around it. The status bar at the bottom shows 'Ready' and 'Accessibility: Investigate'.



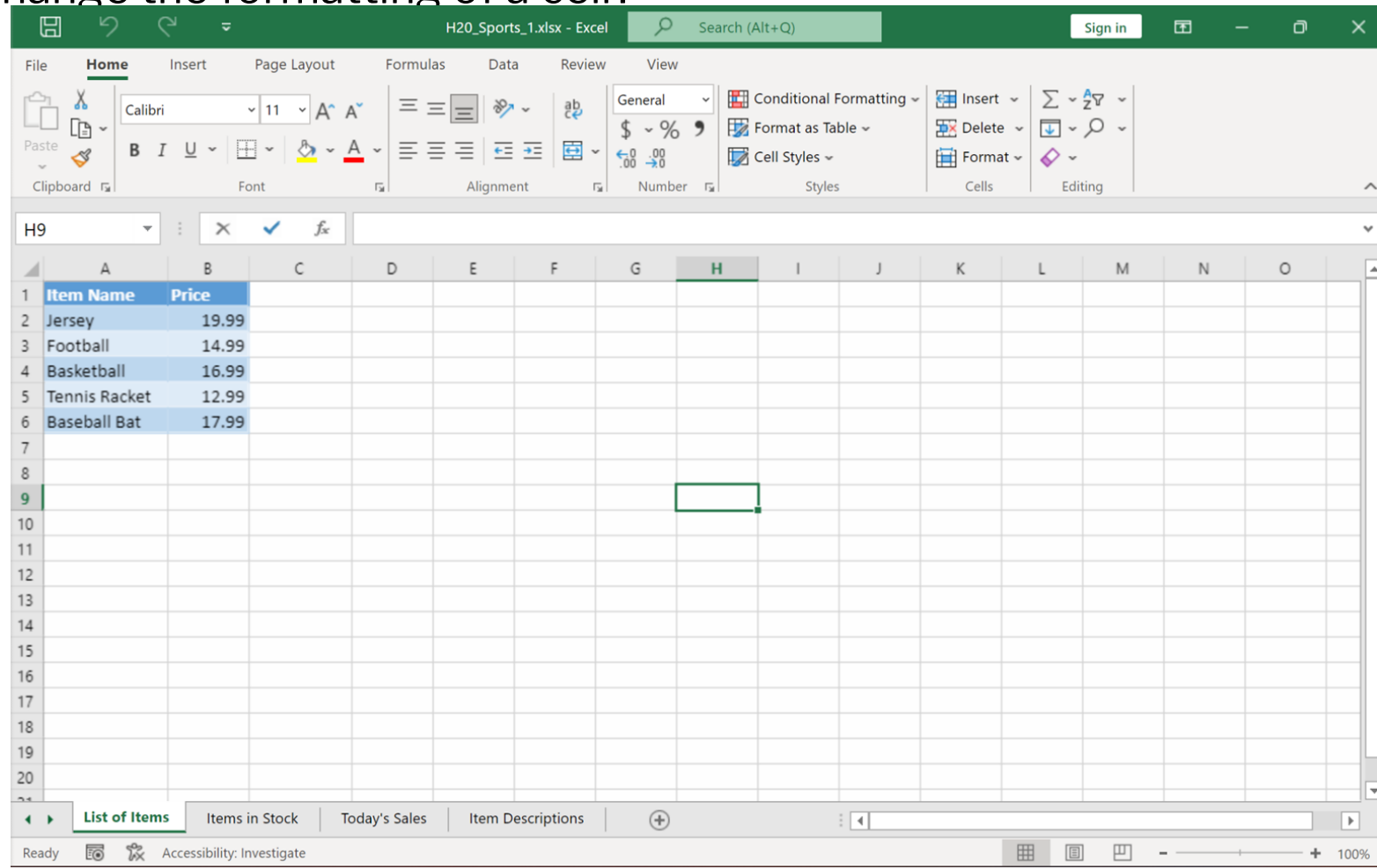
FORMATTING CELLS

5.5.6 Lab

- Where can you change the cell content type (e.g., date, \$)?
- What is another way to change the formatting of a cell?

Video:

https://www.linkedin.com/learning-login/share?account=2045532&forceAccount=false&redirect=https%3A%2F%2Fwww.linkedin.com%2Flearning%2Fexcel-introduction-to-formatting-22826330%2Fcustom-number-formats%3Ftrk%3Dshare_video_url%26shareId%3DvrQXehj1QhOQT8cwIQWRvg%253D%253D



The screenshot shows the Microsoft Excel interface. The ribbon is set to 'Home', and the 'Number' group is active, showing options for 'General', '\$', '%', and '0.00'. The spreadsheet contains a table with the following data:

Item Name	Price
Jersey	19.99
Football	14.99
Basketball	16.99
Tennis Racket	12.99
Baseball Bat	17.99

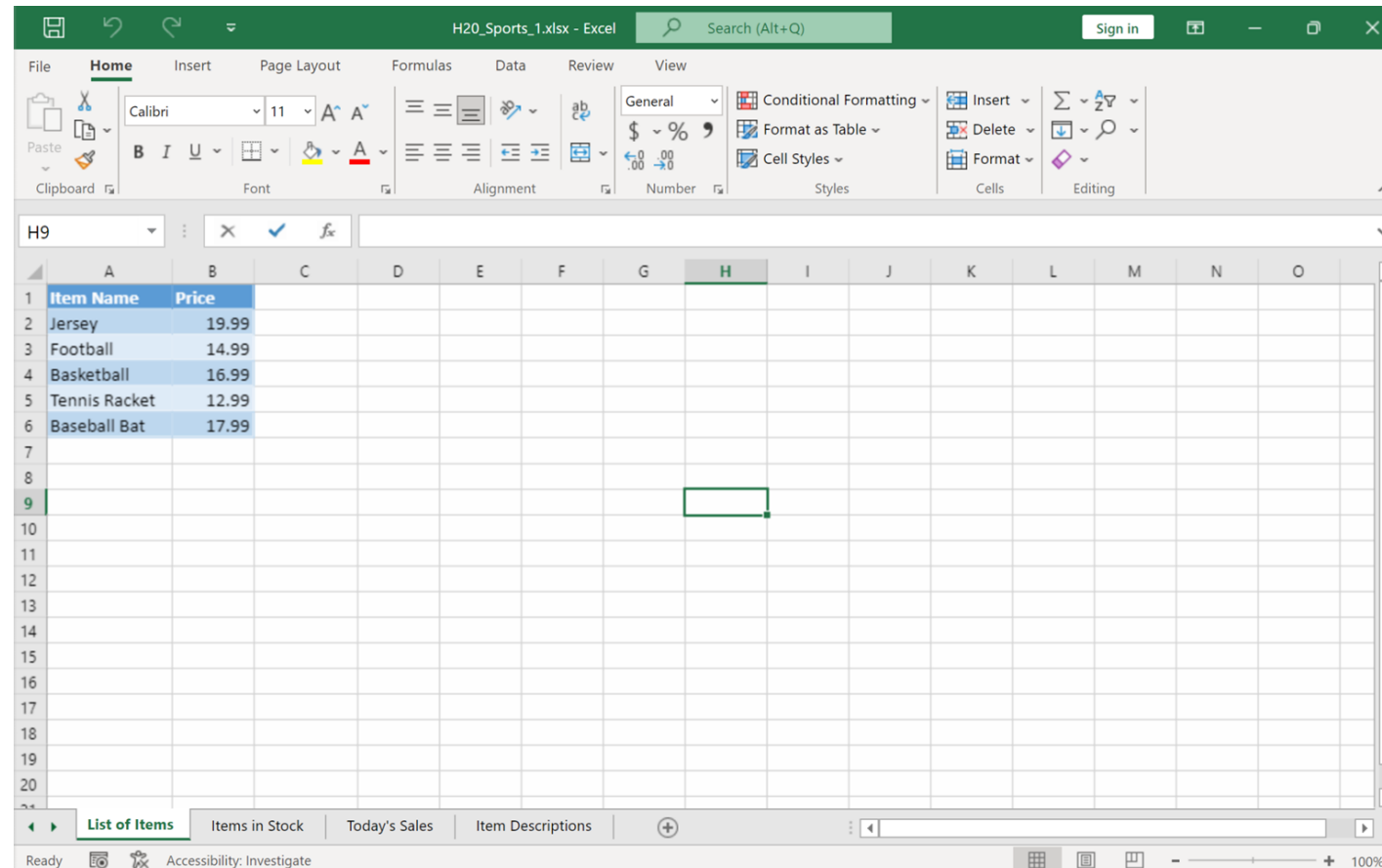
The active cell is H9, and a green border is visible around it. The status bar at the bottom shows 'Ready' and 'Accessibility: Investigate'.



FORMATTING CELLS

5.5.6 Lab

- Where can text can be rotated?
- Where is the center justification button?
- Where is the merge and center function?



The screenshot shows the Microsoft Excel interface with the 'Home' ribbon selected. The 'Number' group is active, showing options for 'General', 'Currency', 'Percentage', 'Date', 'Text', 'Accounting', 'Comma', 'Thousands Separator', and 'Thousands Separator'. The spreadsheet contains a table with the following data:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Item Name	Price													
2	Jersey	19.99													
3	Football	14.99													
4	Basketball	16.99													
5	Tennis Racket	12.99													
6	Baseball Bat	17.99													
7															
8															
9															
10															
11															
12															
13															
14															
15															
16															
17															
18															
19															
20															

The status bar at the bottom shows 'Ready', 'Accessibility: Investigate', and '100%' zoom level. The taskbar at the bottom right shows a red circular icon.

FORMATTING CELLS

5.5.6 Lab

- Where can text be wrapped?
- Where can you show more/fewer decimal places?
- Where can you change a cell's color?

The screenshot shows the Microsoft Excel interface with the 'Home' ribbon selected. The spreadsheet contains a table with the following data:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Item Name	Price													
2	Jersey	19.99													
3	Football	14.99													
4	Basketball	16.99													
5	Tennis Racket	12.99													
6	Baseball Bat	17.99													
7															
8															
9															
10															
11															
12															
13															
14															
15															
16															
17															
18															
19															
20															

The 'Number' group on the ribbon is visible, showing the 'General' format, currency symbols, and decimal places set to 0. A cell in column H, row 9 is selected, indicated by a green border.





ORGANIZE BUDGET WORKSHEETS



ORGANIZE BUDGET WORKSHEETS

Purpose

The purpose of this lab is to get you familiar with editing spreadsheets within Excel.

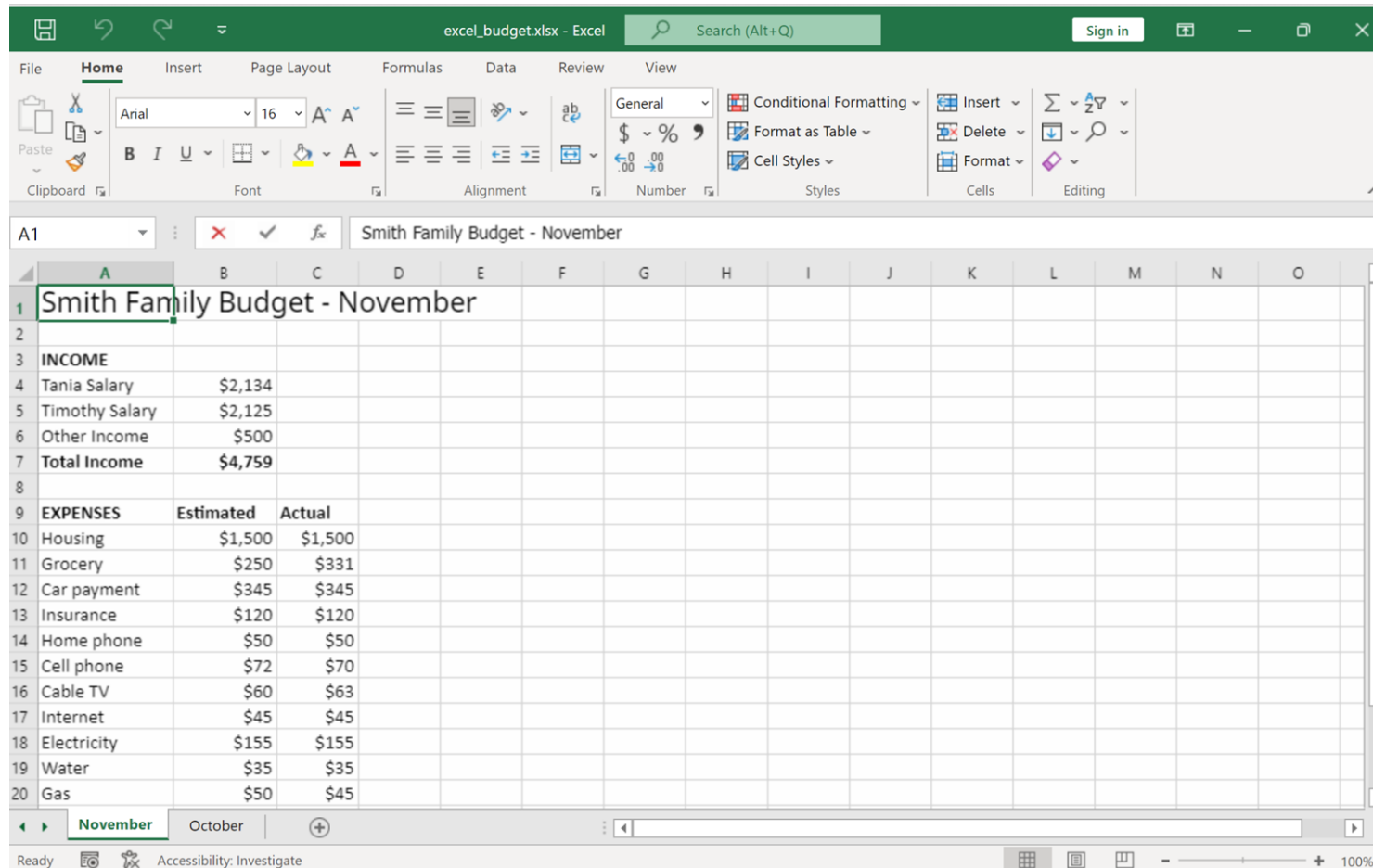
We will go through the lab here.



ORGANIZE BUDGET WORKSHEETS

5.2.10 Lab

- Where can you right click and change the color of the tab?
- How do you rearrange the order of tabs in the workbook?



The screenshot displays the Microsoft Excel interface with the following details:

- File Name:** excel_budget.xlsx - Excel
- Search:** Search (Alt+Q)
- Sign in:** Button in the top right corner.
- Ribbon:** Home, Insert, Page Layout, Formulas, Data, Review, View.
- Font:** Arial, size 16, Bold (B), Italic (I), Underline (U), Color (A).
- Alignment:** Center, Left, Right, Top, Bottom, Middle, Justify.
- Number:** General, Currency (\$), Percentage (%), Decimals (0.00), Increase/Decrease.
- Styles:** Conditional Formatting, Format as Table, Cell Styles.
- Cells:** Insert, Delete, Format.
- Editing:** Undo, Redo, Paste, Find, Select All.

The active worksheet is titled "Smith Family Budget - November". The data is as follows:

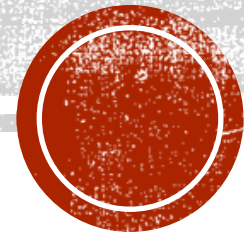
Smith Family Budget - November			
INCOME			
Tania Salary	\$2,134		
Timothy Salary	\$2,125		
Other Income	\$500		
Total Income	\$4,759		
EXPENSES			
	Estimated	Actual	
Housing	\$1,500	\$1,500	
Grocery	\$250	\$331	
Car payment	\$345	\$345	
Insurance	\$120	\$120	
Home phone	\$50	\$50	
Cell phone	\$72	\$70	
Cable TV	\$60	\$63	
Internet	\$45	\$45	
Electricity	\$155	\$155	
Water	\$35	\$35	
Gas	\$50	\$45	

The bottom of the window shows the "November" tab selected, with "October" visible next to it. The status bar at the bottom indicates "Ready" and "Accessibility: Investigate".



LOOKING AHEAD

For next seminar

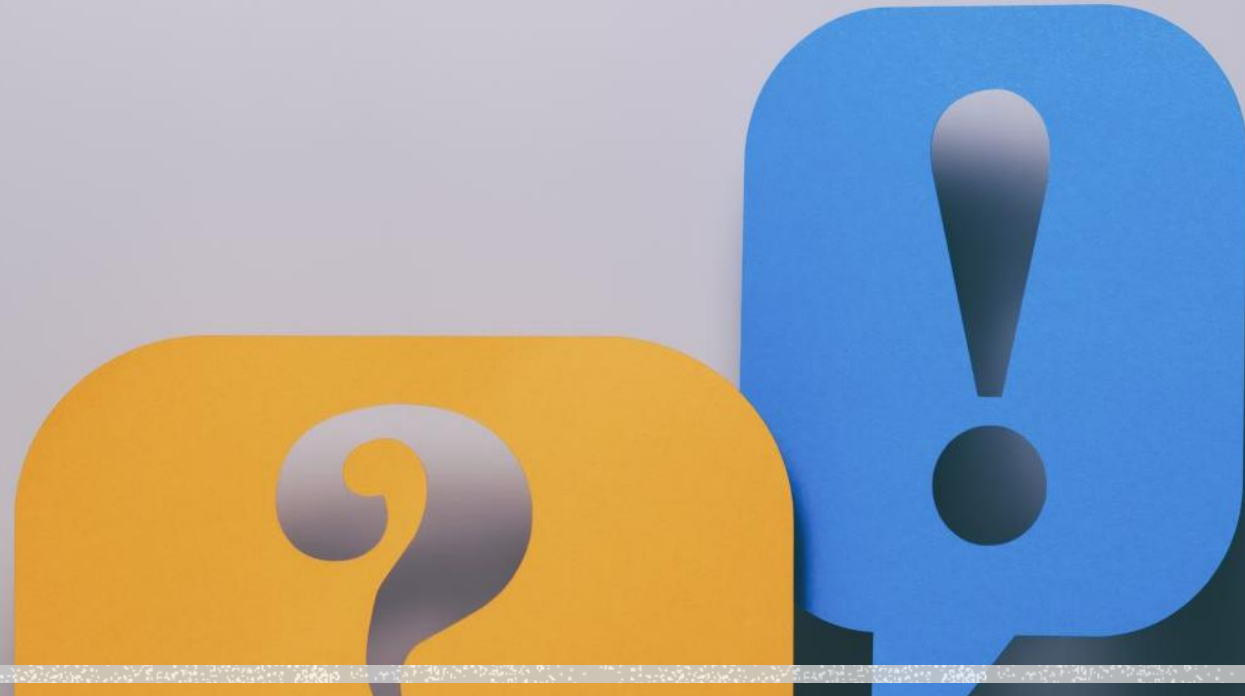


LOOKING AHEAD

Seminar 7

We will review the learning activity in Unit 7.





THANK YOU

- Questions? Please contact me:
- betsy.mccall@purdueglobal.edu