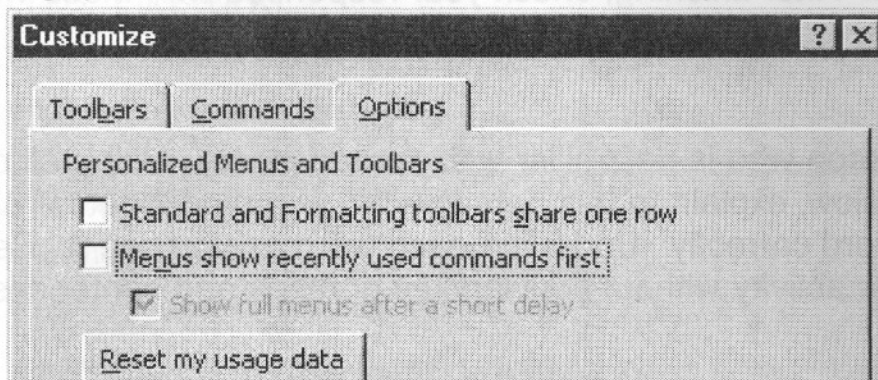


## Activity 2: Simple Formulas

**Overview:** In this activity, you will create a spreadsheet file that contains several format features as well as simple formulas. You will also print the spreadsheet file with and without the formulas displayed. This is an excellent activity to familiarize you with features of spreadsheets that will be referred to repeatedly throughout the book.

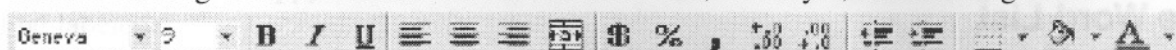
1. Open a new spreadsheet workbook. Click the **Start** button. Then select **Programs** and **Microsoft Excel**.
2. Setting Views
  - A. Go to **VIEW**.
  - B. Make sure there is a check in front of **Formula Bar**.
  - C. Be sure that **Normal** is selected from this menu.
  - D. Click **Customize**. A Customize window will open. Click the **Options** tab. Remove the check that is to the left of "Menus show recently used commands first." Click **Close**. You want to turn off this menu item so that whenever you pull down a menu, all of the commands will be displayed instead of only those that were used recently.



- E. Go to **VIEW**. Be sure there is a check in front of **Standard** and **Formatting**. The Standard Toolbar includes buttons for some of the most common tasks that are performed in *Excel*, such as saving, printing, spell-checking, and others.



The Formatting Toolbar includes buttons such as font, font style, and text alignment.



- F. Be sure that the magnification is set to 100% so that you can easily read the spreadsheet data.



### 3. Entering Data

- A. Set up your spreadsheet file so it looks exactly like the one below.

	A	B	C	D	E
1				The Answers	
2	Add	389	14		
3	Subtract	936	257		
4	Multiply	450	8		
5	Divide	278100	300		

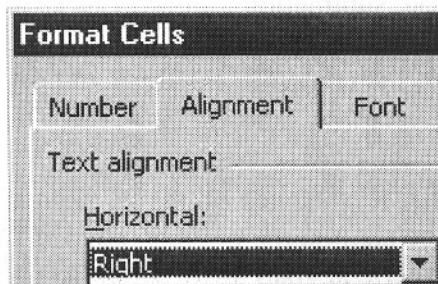
## Activity 2: Simple Formulas (cont.)

- B. To erase a mistake, click the cell and then press <Delete> OR go to **EDIT**, select *Clear*, and then choose **Contents**.
4. Changing the Spreadsheet Format
- A. Click the **Select All** button, located in the upper-left corner of the spreadsheet window.

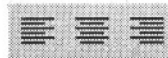


This action selects every cell in Sheet 1; any formatting that is applied will be applied to the entire spreadsheet.

- B. Go to **FORMAT**. Choose *Row, Autofit*.
- C. Go to **FORMAT**. Choose *Column, Width*. Type <15>. Click **OK**.
- D. Go to **FORMAT**. Choose *Cells*. Click the **Font** tab. Choose **Arial, Regular, 12**; click **OK**.
- E. Within the *Cells* window, click the **Alignment** tab. At **Text Alignment, Horizontal**, click the arrow and select **Right**. Click **OK**.



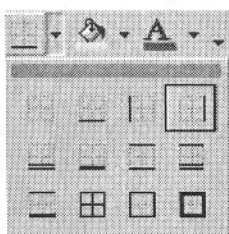
You can instead click one of the alignment buttons in the Formatting Toolbar to right-align.



5. Adding Borders
- A. Click cell A2 and drag through A5 to select that range of cells. The spreadsheet will look like this after you make the selection.

	A	B
1		
2	Add	389
3	Subtract	936
4	Multiply	450
5	Divide	278100

- B. Click the **B** on the Format Toolbar to bold those labels.
- C. Click the border icon in the Format Toolbar. A border palette will appear below the icon. Choose the right border icon.



## Activity 2: Simple Formulas (cont.)

- D. Click cell D2 and drag through D5. Add a left border to this column using the left border icon in the border palette.

	A	B	C	D
1				The Answers
2	<b>Add</b>	389	14	
3	<b>Subtract</b>	936	257	
4	<b>Multiply</b>	450	8	
5	<b>Divide</b>	278100	300	

E. After making all of these changes, your spreadsheet should look like this.

### 6. About Simple Formulas

- A formula is a set of computational instructions. The spreadsheet program carries out these computations and displays the results in a designated cell.
- In a spreadsheet, a formula always begins with an equal sign (=). The formula also specifies the cells and/or numbers that should be included in the calculation. A formula uses one or more of the basic mathematical operations of addition, subtraction, multiplication, and division.
- The formula  $=B5+C4$  adds the contents of cell B5 to the contents of cell C4 and displays the sum in the cell in which the formula was typed.

### 7. Numeric Keypad

Did you know that your keyboard has a numeric keypad? It is located on the far right side of the keyboard. Find the equals, plus, minus, times, and divide sign on the numeric keypad. You may choose to type these symbols and numbers using the numeric keypad or by using the traditional keyboard.

8. Let's figure out the formula that belongs in cell D2 in the spreadsheet. The formula should calculate the sum of the contents contained in cells B2 and C2.

A. Click cell D2.

B. Type  $=B2+C2$  and <Enter>. The + and = are on the same key on the top row of the keyboard. To type the +, you need to hold the <Shift> key while clicking the +/- key.

C. What happened after you hit <Enter>? \_\_\_\_\_

D. Click cell D2. Cell D2 is holding two pieces of information—the formula and the computation. The Entry Bar displays the formula; you would click the Entry Bar to edit the formula. The answer to the computation is displayed in cell D2.

9. Let's figure out the formula that belongs in cell D3. This formula should display the difference between the contents contained in cells B3 and C3.

A. Click cell D3.

B. Type  $=B3-C3$  and <Enter>.

C. What happened after you pressed <Enter>? \_\_\_\_\_

10. Let's figure out the formula that belongs in cell D4. This formula should display the product of the contents contained in cells B4 and C4.

A. Click cell D4.

B. Type  $=B4*C4$  and <Enter>. Type the \* by holding the <Shift> key while typing the number 8 or else use the \* key in the numeric keypad.

C. What happened after you pressed <Enter>? \_\_\_\_\_

## Activity 2: Simple Formulas (cont.)

11. Let's figure out the formula that belongs in cell D5. This formula should display the result of dividing the contents of cell B5 by the contents of cell C5.
  - A. Click cell D5.
  - B. Type  $=B5/C5$  and <Enter>. The / is on the same key as the question mark, or you may type the / key in the numeric keypad.
  - C. What happened after you pressed <Enter>? \_\_\_\_\_
12. Final Formatting and Editing
  - A. Add a footer to the document. Go to **VIEW** and choose **Header and Footer**. Click the **Header/Footer** tab. Click the **Custom Footer** button. In the box labeled "Left Section," type *Activity 2*, press <Enter> and type *your name*. Click **OK**.
  - B. Spell-check the document. Click the **ABC** button on the Standard Toolbar.
  - C. Proofread the document to check for other mistakes beyond spelling errors.
  - D. Change the paper layout to landscape. Go to **FILE** and choose **Page Setup**. Click **Landscape** and then select **OK**.
  - E. Go back to **FILE** and select **Page Setup**. Click the **Sheet** tab. Put a check in front of "Gridlines" and another check in front of "Row and Column Headings." Click **OK**.
  - F. Save the document. Name the file *SS Act 2*. Follow the instructions on page 8 if you need assistance with the save process.
13. Print Preview

Click the **Print Preview** icon from the Standard Toolbar OR go to **FILE** and select **Print Preview**. This shows what your spreadsheet will look like when printed. If there are any changes that should be made, click the **Close** button and make the changes. If you make any changes, go back to **FILE** and choose **Save**.
14. Print the Spreadsheet with Answers Displayed

Go to **FILE** and select **Print**. Click **OK**.
15. Print the Spreadsheet with Formulas Displayed
  - A. Go to **TOOLS**. Choose **Options**.
  - B. Click the **View** tab. Put a check in the box in front of "Formulas." Click **OK**.
  - C. Go to **FILE** and select **Print**. Click **OK**.
  - D. After printing, repeat step B, except remove the check in front of Formulas.
16. Go to **FILE** and select **Exit**.