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Spreadsheet High-Tech Stock Club

Basic Spreadsheet Layout and Data Entry

- (3) Title: High-Tech Stock Club in cell A1. E 2.7 step 1.

- (3) Single line column titles in row 2:
 - Stock: Column A
 - Symbol: Column B
 - Shares: Column D
 - Gain/Loss: Column I

- (3) 2-line column titles (use Alt-Enter) E2.8
 - Date Acquired: Column C
 - Initial Price: Column E
 - Initial Cost: Column F.
 - Current Price: Column G
 - Current Value: Column H

- (10) Enter data from Figure 2-2 on E 2.9. E 2.8, To Enter The Stock Data, Steps 1 – 4.
 - Cells A3 – E7 and G3 – G7 correct. (30 entries, 3 entries per point)

- (3) Enter Row Titles in A8 – A 12: Total, Average, Highest, Lowest, Percentage Gain/Loss ==>. E 2.9

- (3) Enter formula using the keyboard. E 2.9
 - Cell F3: =d3*e3. Result is 26250. After formatting, this appears as “\$ 26,250.00”.

- (3) Enter formulas using Point Mode (point and click)
 - Cell H3: =D3 * G3. Result is 38375. E 2.11 – E 2.12, Steps 1 – 3. After formatting, this appears as “\$ 38,375.00”.
 - Cell I3: =H3 – F3. Result is 12125. E 2.12, Step 3. After formatting, this appears as “\$ 12,125.00”. In lab, several students used *.

- (4) Copy formulas using the Fill Handle. E 2.13 – E 2.14.
 - [2] Copy F3 to the range F4 – F7.
 - [2] Copy range H3 – I3 to the range H4 – I7.

- (3) Use AutoSum. E 2.14.
 - Cell F8: AutoSum of column result is 79950. After formatting, this appears as “\$ 79,950.00”.

- Cells H8:I8. AutoSums are H8: 146137.5 and I11: 66187.5. After formatting, these appear as “\$ 146,137.50” and “\$ 66,187.50”.
- (4) Use Excel function “Average” using keyboard entry =average(D3:D7). E 2.15 – E 2.16, Steps 1 – 3.
- Cell D9: Average D3:D7. Result is D9= 340.
- (4) Use Excel function “MAX” using the Edit Formula box. E 2.16 – E 2.17.
- D10: MAX D3:D7. Result is D10= 500.
- (4) Use Excel function “MIN” using the Paste function button. E 2.18 – E 2.19.
- D11: MIN D3:D7. Result is D11= 150.
- (3) Copy cell range to other columns. E 2.20, Steps 1 – 2.
- Copy D9:D11 to the range E9:I11. Result: I11= -2550. After formatting, this appears as “(\$2,550.00)
- (4) Enter a Percentage Formula. E 2.21, Steps 1 – 3.
- D12: Enter formula “=I8/F8”. The cell is to contain 0.827861. After formatting, this appears as 82.79%.

Formatting for Appearance

- (3) Change font style of the worksheet title High-Tech Stock Club to TT Britannic Bold or TT Courier New. E2.23, Step 1.
- (3) Change size of **High-Tech Stock Club** font to 20 point bold. E 2.24, Steps 2 – 3.
- (3) Change the first letter of each word in **High-Tech Stock Club** to 28 point.
- (3) Merge cells A1 – I1 and center “High-Tech Stock Club”. E2.25, Step 6.
- High Tech Stock Club should be centered between columns labeled “Stock” and “Gain/Loss”.
- (3) Format the title, High-Tech Stock Club. E 2.26 – E 2.27.
- [1] Background is green. Will print dark. E 2.26, Steps 1 – 2.
 - [1] Letters are white. E 2.27, Step 3.
 - [1] Select thick outline border. E e.e7, Step 4.
- (3) Bold, Center, and Underline column titles. E 2.38.
- Select range A2 – I2.
 - [1] Select Bold.
 - [1] Select Center button.
 - [1] Select thick bottom border.
- (2) Center Data in Cells

- [1] Center stock symbols in B3:B7. E2.39, Step 1.
 - [1] Center data in Column D (Shares) D3:D12. E 2.29, step 2.
- (4) Select currency style for cells E3 – I3, and for cells F8 – I8. E 2.30.
- [2] Rows 3 (Amazon.com) and 8 (Total) have \$ in the left edge of cells in cell range.
 - [1] If Row 8 (Total) is missing the \$, the student forgot to use CTRL key and select F8:I8.
 - [1] If all the range E3:I8 has \$ in the left edge of cells, the student used SHIFT rather than CTRL.
- (4) Select comma style for cells E4:I7. E 2.30 – E 2.31.
- (3) Place thick bottom border under range A7 – I7. E 2.31, step 3.
- (4) Set cells E9:I11 (Average, Highest, Lowest), (Initial Price, ..., Gain/Loss) to currency style with black parenthesized negative numbers. E 2.32 – E 2.33.
- [3] \$ is adjacent to left-most number. This is a floating dollar sign.
 - [1] Negative number in cell I11 is enclosed in parentheses.
- (4) Apply percentage format to cell.
- [2] Set cell D12 to percentage format. E 2.34, Step 1
 - [1] Use Increase Decimal button to set percentage format to 2 decimal places. E 2.34, Step 2
 - [1] Set A12:D12 to bold. **Percentage Gain/Loss** =====> **82.79%**. E 2.34, Step 3.
- (4) Change width of column by dragging.
- [1] Drag Column B (Symbol) to width of 7.14. E 2.35, step 1.
 - [1] Drag Column D (Shares) to width of 7.00. E 2.36, step 2.
 - [1] Drag Column E (Initial Price) to width of 7.00. E 2.36, step 3.
 - [1] Drag Column G (Current Price) to width of 7.14. E 2.36, step 4.
- (3) Adjust row heights. E 2.37 – E 2.38. Match against printed solution master.
- [1] Set Row 2 (column headings) to height of 36.00. E2.37, step 1. This causes a blank line to appear above the row titles without inserting a new row.
 - Set Rows 9 (Average) and 12 (Percentage Gain/Loss) to height 18.00. E2.38, step 2. This inserts ½blank line above these rows.
 - [1] Row 9 has blank line above it. If only row 9 has the blank line, the student only selected row 9.
 - [1] Row 12 has blank line above it. If only row 12 has the blank line, the student forgot to hold the CTRL key while selecting row 12.
- Spell Checker. E 2.39 – E 2.40. There is no way to tell if an originally correctly entered spreadsheet was spell-checked.

Pie Chart

(4) Pie Chart setup. E 2.42 – E 2.45.

- Select A3:A7 (stock names) for chart titles. E 2.42, step 1.
- Select H3:H7 (current value) for data source. E 2.42, step 1.
- Select pie chart. E 2.43, step 2.
- Select 3-D pie chart (non-exploded). [-1] for exploded 3-D pie chart. E 2.43, step 2.
- Specify pie chart title “Portfolio Breakdown”. E 2.44, step 4.
- Deselect the legend from the pie chart. E 2.44, step 5.
- Select “show label and percent”. E 2.44, step 6.
- Select “As a new sheet” for location of the pie chart. E 2.45, step 7.

(3) Pie Chart formatting.

- Change main title to size 36 point. E 2.46, step 1.
- Underline the title. E 2.46, step 1.
- Make title font color red. E 2.46, step 1.

(3) Data Label formatting E 2.46, step 2.

- Change data labels to font size 12.
- Change font to bold.
- Change font color to red.

(4) Add Leader Lines to the Data Labels. E 2.47, step 3.

- Move data labels away from the pie far enough that leader lines appear.
Allow the leader lines to have any shape. They do not need to look like the lab manual picture.

(3) Change pie chart slice colors. E 2.48.

- Compaq = Red
- Netscape = Blue
- Microsoft = Yellow
- Intel = Green
- Dell = Plum

(3) Explode the 3-D Pie Chart. E 2.49.

- Extract Compaq from the pie chart.

(4) Rotate and tilt the 3-D pie chart. E 2.50 – E 2.51.

- Tilt the pie up to 25 degrees.
- Rotate the pie 190 degrees. Result: Netscape is in front, with exploded Compaq to the left.

Rename Sheets and Reorder Sheets. E 2.52 – E 2.53. This cannot be observed from the printout.

Select multiple sheets simultaneously. E 2.54

Print a Section of the Worksheet.

Print cell selection A2:F7. Compare to printout after E 2.56. The E2.58 printout should

- (30) Not include the title, "High-Tech Stock Club".
- (40) Should have only columns Current Price, Current Value, Gain/Loss.
- (30) Should not have rows Total, Average, Highest, Lowest, Percentage Gain/Loss.

Do not count off for incorrect data entries. Those were graded on the first printout.

Printout of Formulas; Fit Printout to One Page.

(30) Printout has formulas displayed in columns F, H, I. E 2.59 – E 2.60.

- Initial Cost
- Current Value
- Gain/Loss

(50) Printout has formulas displayed in rows

- Total
- Average
- Highest
- Lowest
- Percentage Gain/Loss ==>

(20) Printout is printed

- [10] Only on one page E 2.57, last sentence.
- [10] In Landscape orientation