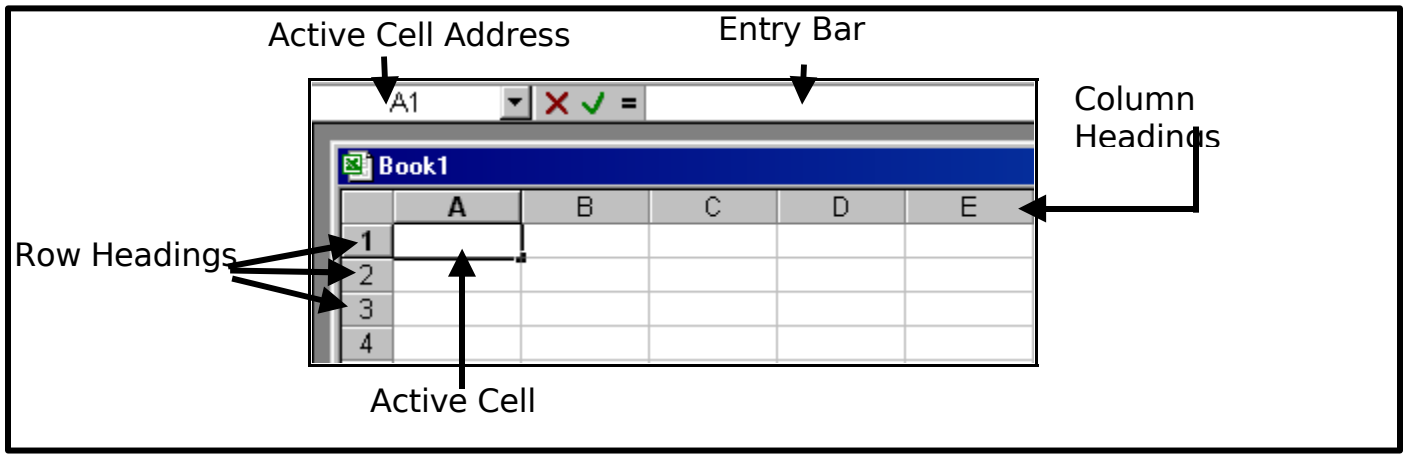
Spreadsheet

Parts of a Spreadsheet

1. Open Microsoft Excel.
2. Explore the spreadsheet setup for a while.



3. Move your mouse pointer around and notice how it changes.
   a. It looks like your word processing I-beam when it is in the **Entry Bar**.

   b. It is the shape of a cross when you are within the cells area.

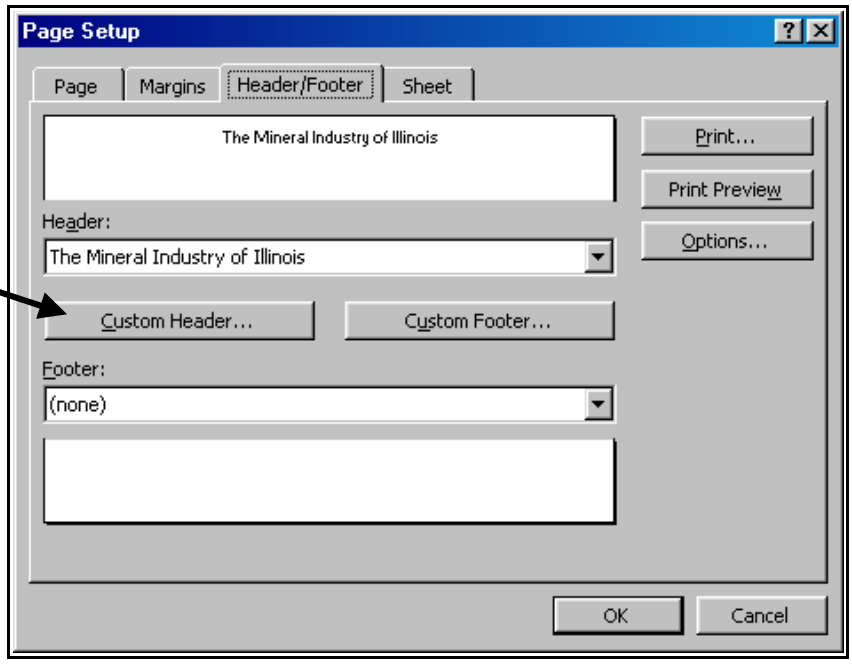
   c. It is a line with arrows pointing up and down when you are on the line between 2 row headings.

   d. It is a line with arrows pointing to the left and right when you are on the line between 2 column headings.

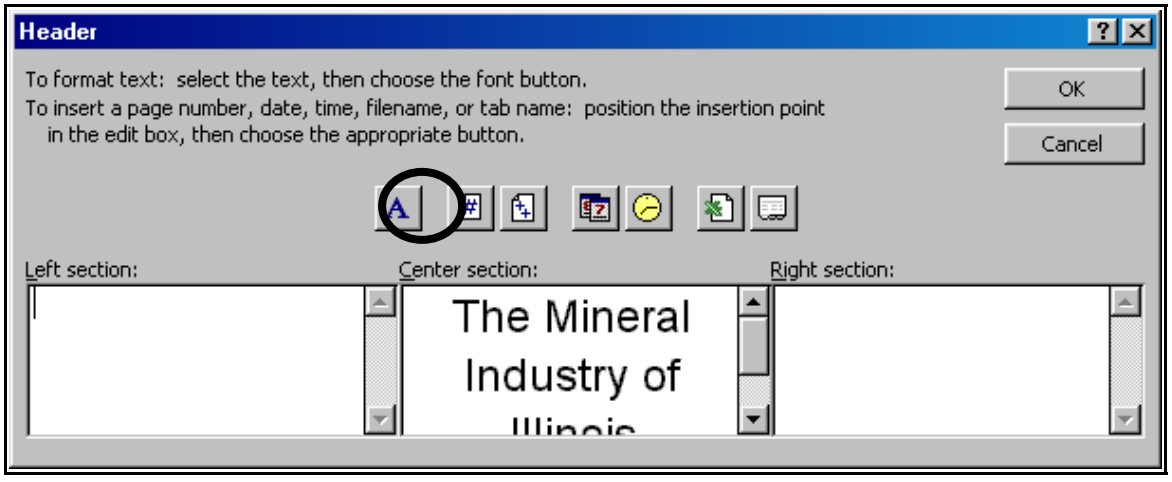
Inserting a Header and a Footer

1. Go up to the top menu, click on **View** and drag down to **Header and Footer**.

2. This is what you will see. Click one time on the **Custom Header** button.



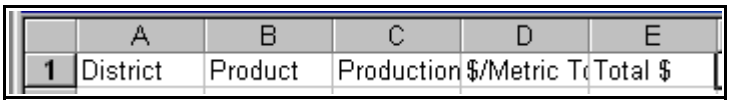
3. Click one time on the Font button; select how the font size and style you want the heading to have. I typed the heading in the middle to center it over the spreadsheet. Click on the **OK** button.



4. Click one time on the Custom Footer button. Type in your name in the left section. Change the font the way you did in number 3 to suit how you want this information to show. Click on the **OK** button.

5. When you return to the window you saw in number 2 above, click on the **Print Preview** button. You can see what the heading will look like then close the window to return to your spreadsheet.

Entering Information, Moving from Cell to Cell



1. Mace cell A1 active by clicking in it. Type **District** in cell A1, click on cell B1, type **Product**, tap the **Tab** key one time (another way to get to the next cell), type **Production**, Tab, **$/Metric Ton**, Tab, and finally type **Total $**.

2. Make cell A2 active, type District 1.

3. Make cell B2 active, type Sand & Gravel, tap your Enter key, type Unspecified-Sand & Gravel, Enter, Coarse Aggregate, Enter, Fine Aggregate, Enter, Agricultural (Lime), Enter, and finally type in Unspecified-Crushed Stone.

(Please remember to save often while you are working.)

Changing the Cell Size

You have noticed that the words cross over into the next cells. If you type in those cells you will no longer see that portion of your writing. Easy to fix.

1. Go up between columns B and C. Make sure your mouse looks like this…

2. Click and hold your mouse button, then drag to the right as far as you need to go to get all the words to fit in the cells.

3. Release the mouse button when you have it the size you wish.

4. Do this for all your columns.

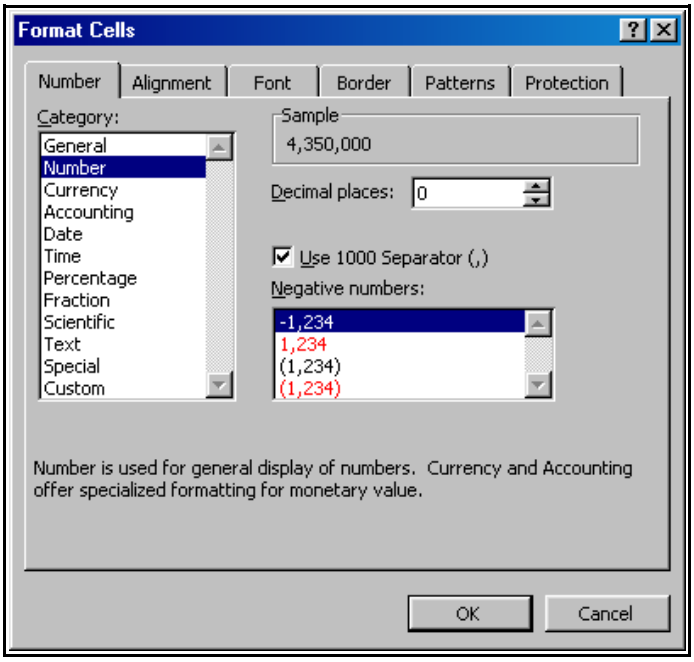
Number Formats

1. Make cell **C2** active, type in 4, 350,000 and tap Enter. Notice that the commas do not appear.

2. Make cell C2 active again.

3. Go up to the top menu bar, click on **Format**, and drag down to **Cells**.

4. This window appears. Click on the box next to **Use 1000 Separator**, also give yourself 0 Decimal places. Then click on the OK button.



   Notice the change in your number.
5. Let's make that whole column know that we want this number format for all of the cells. Click one time on the C column heading. The whole column becomes highlighted.

6. Repeat steps 3 and 4 from above.

7. Make cell C3 active. Type in 219000 and press Enter. Notice that the commas were placed for you.

8. Type in the following to finish this column… 898000, tap Enter, 918000, Enter, 0, Enter, 8660000 and Enter.

9. Now we move on to putting in dollar amounts per metric ton. First click on the D column heading to highlight the whole column.

10. Go up to Format and drag down to Cells. You will see the same window as in step 4 above. This time just click on the word Currency and then OK.

11. Make cell D2 active.

12. Type the following…. 4.05, tap Enter, 4.70, Enter, 5.51, Enter, 4.10, Enter, 0, Enter and finally 5.23.

Formulas

We want to find out total cost of production. We need to multiply the numbers in column C by the numbers in column D.

1. Click on cell E2 to make it active.

2. Type in the following…. =(C2*D2) … You can type in the cells or click one time on the cell you want identified and it will appear for you.

3. Click on the check mark you see next to the formula you just typed in 

or tap enter.

4. You will notice that it is not in the correct number format. Repeat steps from Number Format only this time choose both **Currency** and **Show Separators for Thousands**.

5. Now I only see # symbols. This means the column isn't wide enough. Make the change and you will see the number as it should be. (Look back at directions on the bottom of page 3 if you don't remember how the change the column width.)

6. I don’t wish to have to type the formula for each cell, so lets make it easy. Click and hold your mouse button down on cell E2, drag down to cell E7. This will highlight the cells we want this formula to be in.

7. Go up to the top menu, click on **Edit**, drag down to **Fill**, and slide over to **Down** and click on your mouse button. (Quick keys to do this job…. Control + D)

8. Your cells should fill in with the correct numbers.

Text Format in Cells

Let’s change the font, size and style of the titles for the columns.

1. Click on the number 1 row heading. This should highlight the whole row.

2. Look above your spreadsheet to find the following area that looks like

   this…
3. Make your choices for font, size, style, etc. you want to use. You will see things change as you make each choice.

4. Change the other cells by highlighting the ones you want to appear the same. Click on the first one and drag across all the ones you want, or if they are in the same row, just click on the row number and drag through the row numbers of the ones you wish to change.

5. Don’t forget, if you change the size to be bigger you may need to change the widths and heights of your columns and rows.

Your spreadsheet should look something like this…

	A	B	C	D	E
1	District	Product	Production	$/Metric Ton	Total $
2	District 1	Sand & Gravel	4,350,000	$4.05	$17,617,500.00
3		Unspecified-Sand & Gravel	219,000	$4.70	$1,029,300.00
4		Coarse Aggregate	898,000	$5.51	$4,947,980.00
5		Fine Aggregate	918,000	$4.10	$3,763,800.00
6		Agricultural (Lime)	0	$0.00	$0.00
7		Unspecified-Crushed Stone	8,660,000	$5.23	$45,291,800.00

Copy Information to Another Cell

Let's put information from District 2 in.

1. Click on **A9** to make it active. Type in **District 2**.

2. Go up to cell **B2** click and hold, drag down to cell **B7**. This should highlight all of the cells that have the product names in them.

3. Go up to the top menu, click on **Edit** and drag down to **Copy.** (Shortcut Keys—Control + C)

4. Click on cell **B9** to make it active.

5. Go up to the top menu, click on **Edit** and drag down to **Paste.** (Shortcut Keys—Control + V)

Fill in the information for **Production** and **$/Metric Ton**.

Copy the formula from **E2** and paste it into the cell **E9**. Then do a Fill Down (refer to the bottom of page 5) for the rest of the cells.

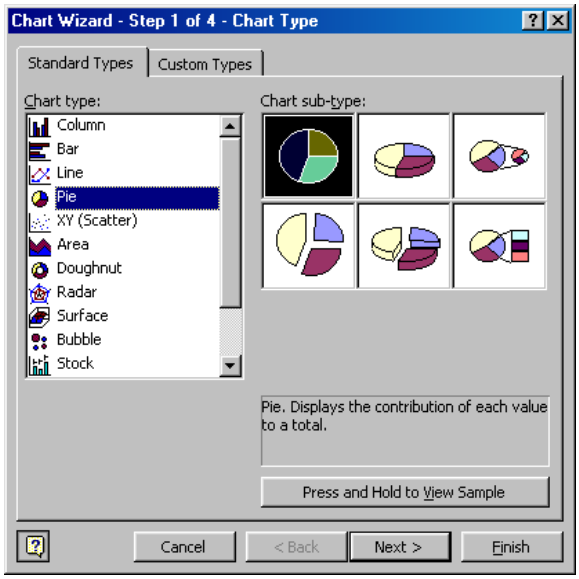
Now you can put in the information from other districts making changes to things the way you want them to look

Making Charts

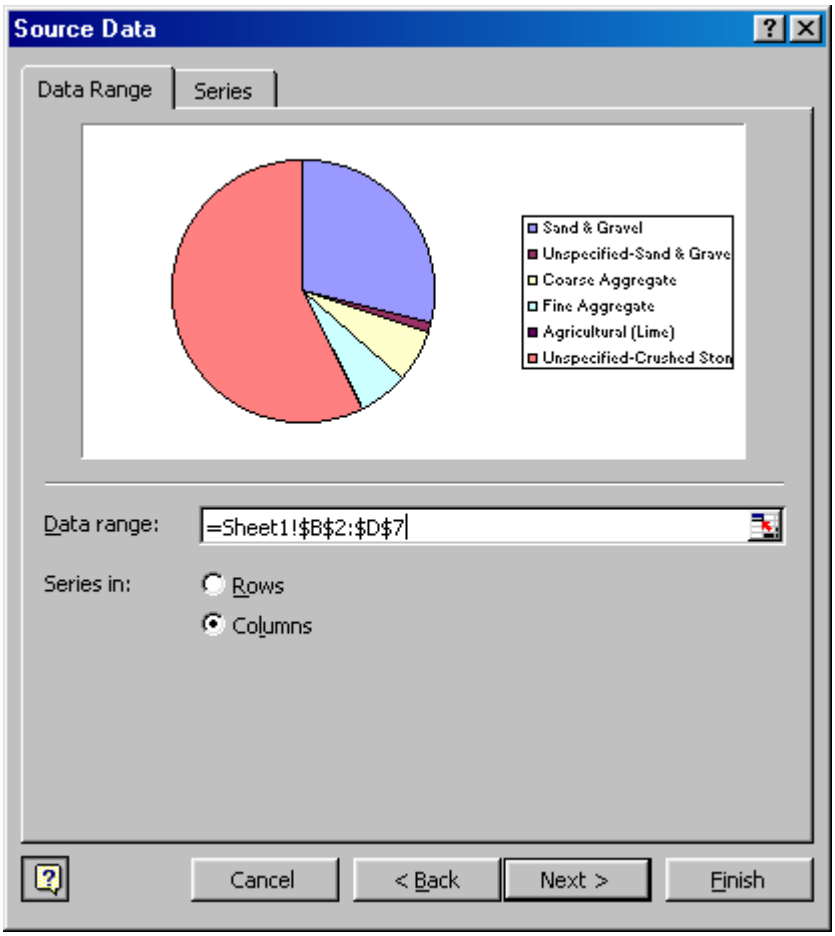
The first chart we will make will show the percentage of each product mined in District 1.

1. Look at your buttons across the top  of your spreadsheet. Find the Chart Wizard button.

2. Choose **Pie** in the left column, and then choose the first chart sub-type.



3. Click on the **Next** button at the bottom of the window.

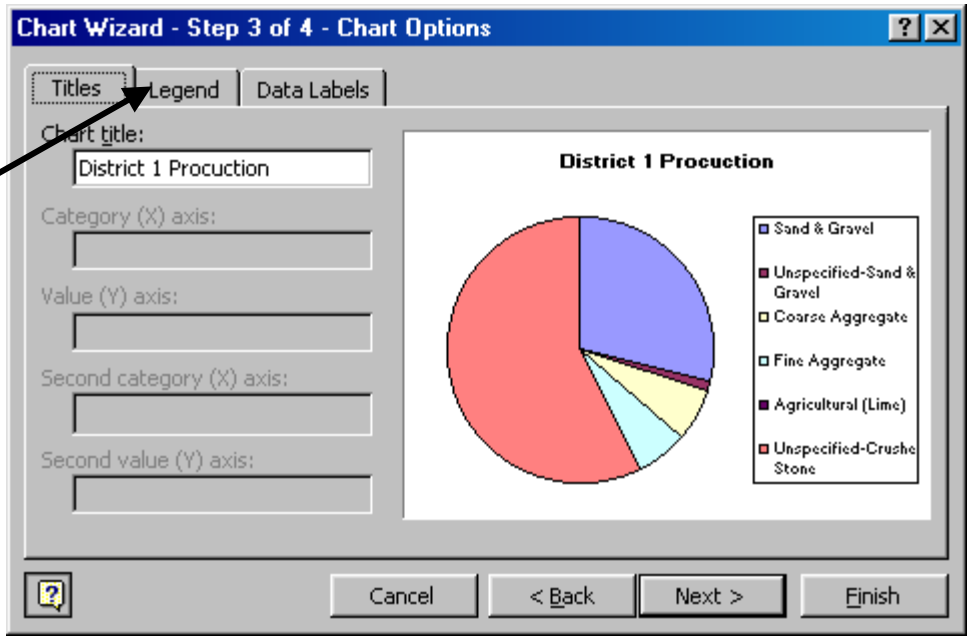


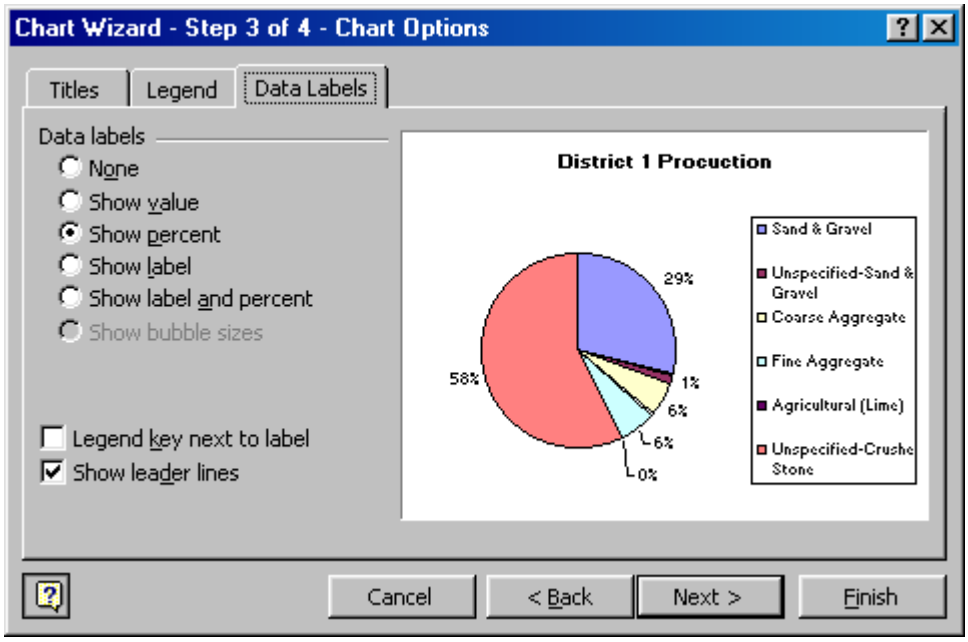
4. Go back to your spreadsheet and highlight the cells you are using to create the graph. Or you can type B2…D7 in the Data Range box. If you do it the second way make sure you click on the circle next to the word **Column**.

5. Again, click on the **Next** button.

6. Write in your chart title – District 1 Production.

7. Click on the Legend tab to place the legend where you want it. I will leave it where it is.



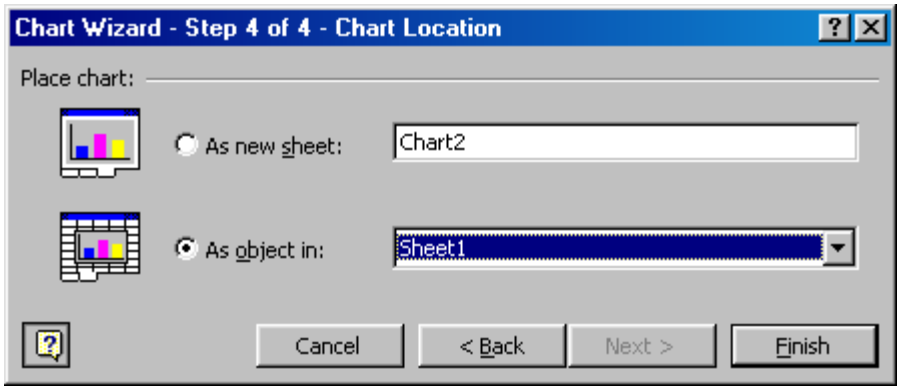


8. Click on the Data Labels. I chose **Show Percent**. You can see how that changed the graph.

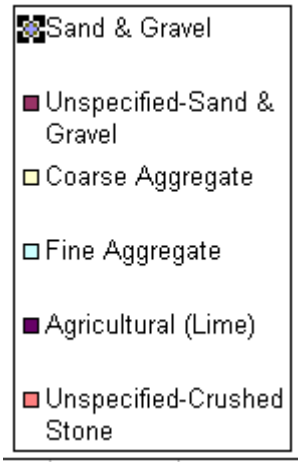
9. Click on the Next button.

10. You can choose to have the chart as a new sheet added to your spreadsheet or as and object. Let's keep it as an object for now.

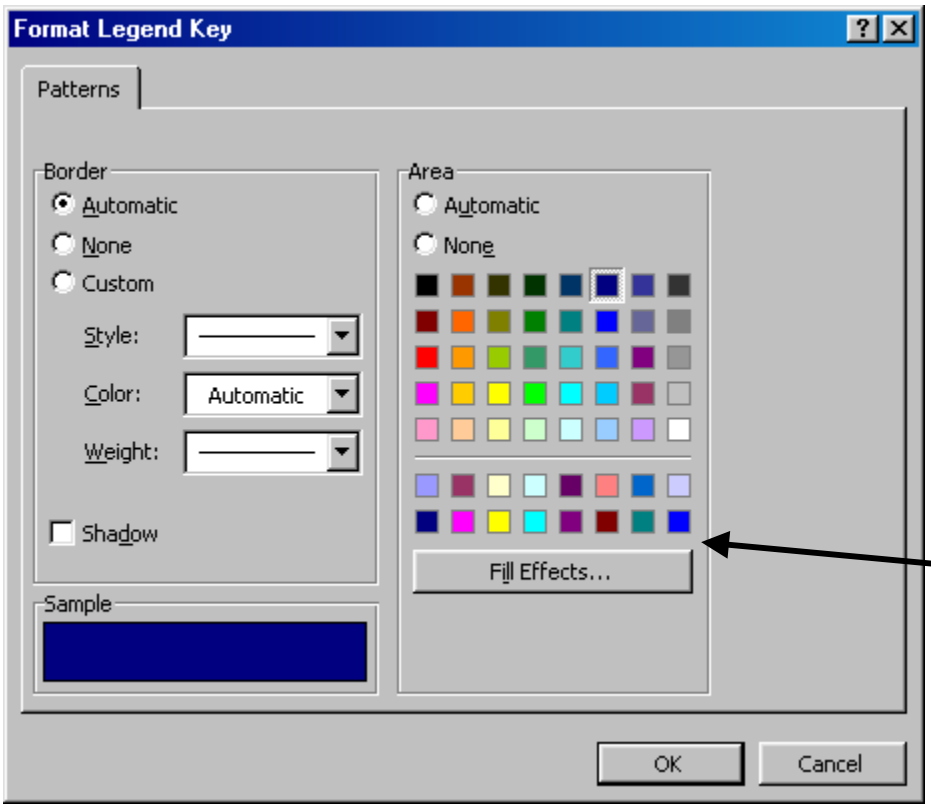
11. Click on the **Finish** button.



12. I want to change the colors in my chart. Click one time on the color square next to the item you wish to make a different color; this will put handles around the legend. Then click the square one more time to get handles around it. (Do not double click on it)



13. After you have the handles around the square double click on it to get the next window.



14. Choose the color you wish for that pie slice and then click on the **OK** button.

15. Do this for each of the items you want to change color for.

16. You can click on the **Fill Effects** to put in textures, etc...

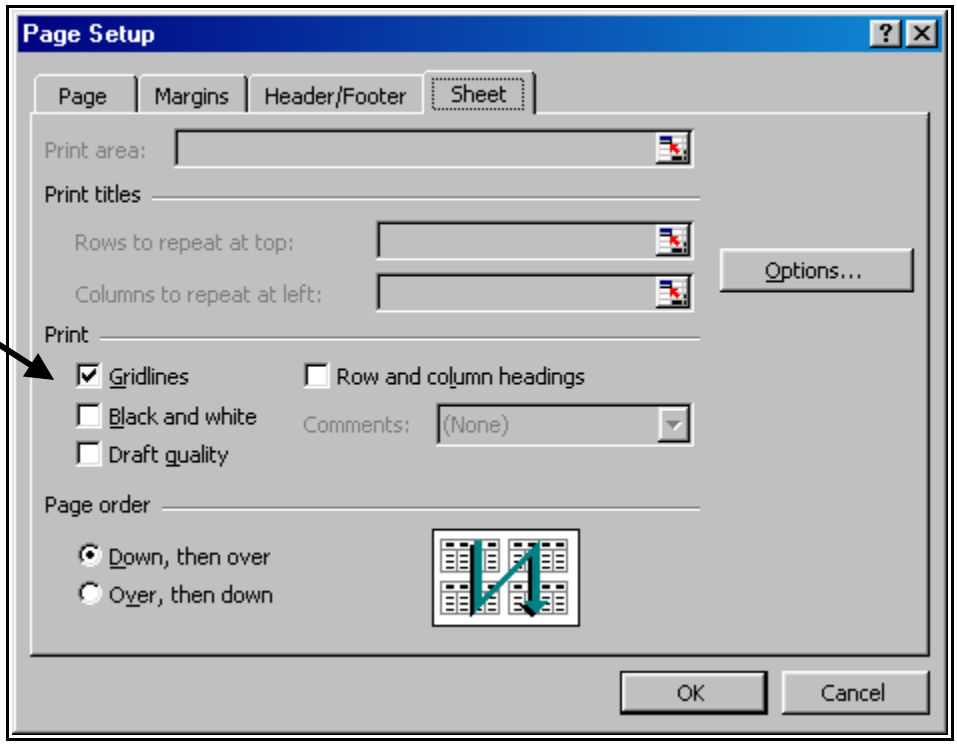
Printing Your Spreadsheet

When you are ready to print your spreadsheet you will need to decide if you want the grid lines to show or not.

1. Make sure there are no handles around your chart. Just click on your spreadsheet somewhere.

2. Go up to **File** click and drag down to **Print Preview**. Click on the **Setup** button at the top.

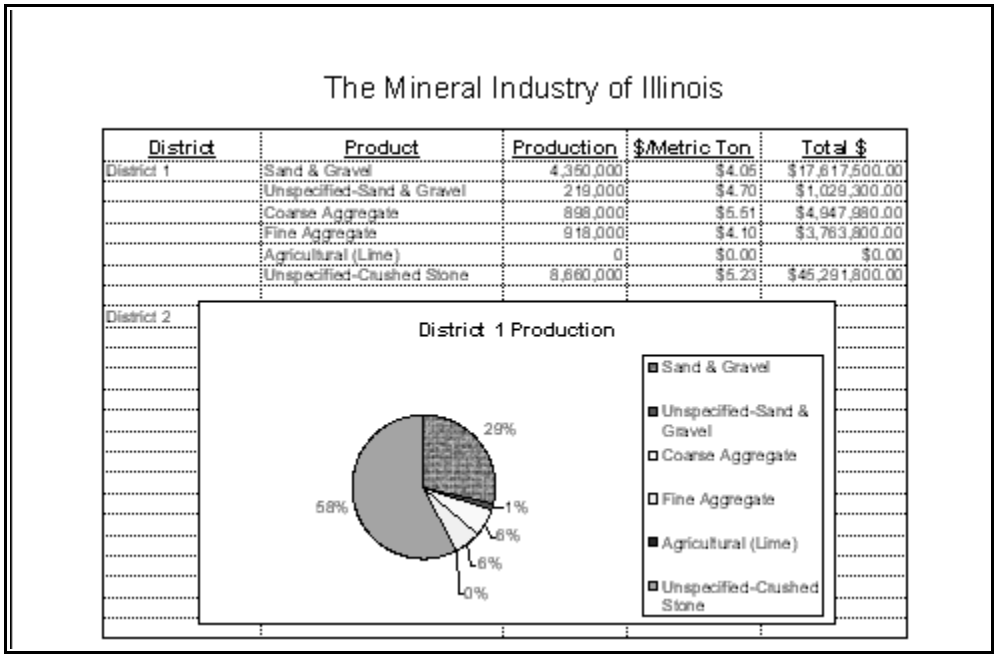
3. Click on the **Sheet** tab. I wanted to have the gridlines show so I clicked in the square next to **Gridlines**.



4. Click on **OK**.

5. You can click on the **Print** button here to print your spreadsheet or you can click on the **Close** button to go back to your spreadsheet and print from there.

6. This is how my spreadsheet looked in the print preview mode.



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	Unspecified-Crushed Stone	8,660,000	$5.23	$45,291,800.00
District 2				

Take some time to explore some of the other options. Watch as your chart changes. Experiment and have fun making it look the way you would like it to look.