


Instructions: Follow these directions exactly as they are written, in the order they are given.

1. Open “Excel Practice Exercise 1.xlsx” on your flash drive.

HINT: Open Excel → File tab → Open → Browse → Select KINGSTON (E:) → Open “Excel Practice Exercise 1.xlsx”

2. Select cells A1 to F1.

HINT: Point to middle of cell A1 → When your cursor is a fat white cross , hold down the left mouse button and drag to cell F1

3. Merge & Center the selected cells.

HINT: Home tab → Alignment group → Merge & Center button

4. Change the font size to 16 and apply Bold formatting.

HINT: Home tab → Font group → Font Size list arrow & Bold button

5. Select cells A2 through E2.

6. Fill these cells with a light color and apply Bold formatting.

HINT: Home tab → Font group → Fill Color button list arrow & Bold button

7. Apply an accounting number format to the columns containing product numbers.

HINT: Select column by clicking on the letter at top of column → Home tab → Number group → Accounting Number Format button

NOTE: This action may cause the cell content to turn into hash marks (pictured at right). To remedy this, increase the width of the column.



8. Resize columns C, D and E so all the content displays properly.

HINT: Select column → Home tab → Cells group → Format button → Auto Fit Column Width

9. In cell C8, use the sum function to find the total sales for Product 1.

HINT: Type an = in the cell → Begin typing the word “sum” → Double-click on the word SUM in the dropdown menu → Click in cell C3 and select down to cell C7 → Click the checkmark on the formula bar

10. In cell F3, use AutoSum to find the total sales for Lisa Edwards.

HINT: Click in cell F3 → Home tab → Editing group → AutoSum button → Click the checkmark on the formula bar

11. Insert a column between column E and F for Product 4.

HINT: Right-click on the column label for column F → Insert

12. Type “Product 4” into cell F2.

13. Enter “200” in cells F3 through F7.



14. Use the Fill Handle to find the total sales for Product 2, 3 and 4.

HINT: Click in cell C8 → Move the mouse until you see Fill Handle cursor in the lower right corner of the cell (pictured at right) → Hold down the mouse button and drag to cell F8 → Let go of mouse



15. Use the Fill Handle to find the total sales for the remaining Sales Reps.

16. Insert a row underneath row 4.

HINT: Right-click on the row label for row 5 → Insert

17. Type Jones into cell A5.

18. Type Stanley into cell B5.

19. Enter 100 into cells C5 through F5.

20. Fill the formula from cell G4 to cell G5.

21. Move row 4 above row 9.

HINT: Right-click on the row label for row 4 → Cut → Right-click on the row label for row 9 → Insert Cut Cells

22. Fix all the Trace Errors.

HINT: Click in a cell with a green triangle → Click the Trace Errors button (pictured at right) → Select “Update Formula to Include Cells” from the menu



23. Fill the formula from cell F9 to G9.

24. Use a cell reference to populate cell B13 with content.

HINT: Click in cell B13 → Type an = → Click into cell G9 → Click the check mark on the formula bar

25. Save your file to the flash drive naming it “Excel Exercise 1 Complete”.

HINT: File tab → Save As → Browse → Select KINGSTON (E:) → Type “Excel Exercise 1 Complete” into “File name” field → Click Save

26. Notify the teacher you are finished so your work can be checked.

27. Close Excel.

28. Safely eject your flash drive.

HINT:  icon on Task Bar → Eject option