

Getting Started with Excel 2007

Objectives:

- Understand the use of spreadsheets and excel
- Learn the parts of the Excel window
- Scroll through a worksheet & navigate between worksheets
- Create and save a workbook file
- Enter text, numbers, and dates into a worksheet
- Resize, insert, and remove columns and rows.

Case | Rip City Digital

Amanda Dunn purchased a DVD burner to convert her home videos into DVDs. After she saw how simple it was, she decided to make a business out of her hobby and founded **RipCity Digital Company**. It is an online service specializing in creating DVDs from the home movies, Photos, and slides sent to her from customers. Amanda wants to list the weekly orders from her customers, tracking the names, and address of her clients, the numbers of DVDs that she creates, and finally the cost of creating and shipping the DVDs.

You will use Microsoft Office Excel 2007 to enter, analyze and present quantitative data.

1. Click the **Start** button on the window taskbar → click **All programs** → click **Microsoft Office** and then click **Microsoft Excel 2007**. The Excel window opens.
2. Save the workbook as **Order Report** in your personal drive.
Hint: Click **Office Button** → **Save as** → then, save the workbook in your personal drive
3. Rename Sheet 1 as **Documentation**.
Hint: To rename sheet 1, right click on sheet one → select **Rename** from the menu and type the new name.
4. Enter the following data into the worksheet:

<u>Cell</u>	<u>Data</u>
A1	RipCity Digital
A3	Author
A4	Date
A5	Purpose
B3	<i>Your Name</i>
B4	<i>Today's date</i>
B5	To track customer orders for RipCity Digital
5. Rename Sheet 2 as **Customer Orders**.
6. Delete Sheet 3.
7. On the Customer Orders worksheet, in cell **A1**, enters **RipCity Digital**. In cell **A3**, enter **Customer Orders Report**. In cell **A4**, enter **March 27 to April 17, 2010**.
8. In cell **A5** through **H10**, enter the data below:

Date	Last	First	Address	Phone	DVDs	Price per DVD	Shipping charge
3/27/2010	Fleming	Doris	25 Lee St. Bedford, VA 24523	(540) 555-5681	7	\$18.29	\$7.49
4/4/2010	Ortiz	Thomas	28 Ridge Ln. Newfane, VT 05345	(802) 555-7710	13	\$16.55	\$9.89
4/8/2010	Dexter	Kay	150 Main St. Greenbelt, MD 20770	(301) 555-8823	25	\$15.79	\$7.23
4/9/2010	Sisk	Norman	250 East Maple Ln. Cranston, RI 02910	(401) 555-3350	15	\$15.00	\$10.55
4/17/2010	Romano	June	207 Jackson Ave. Westport, IN 47283	(812) 555-2681	22	\$15.79	\$13.95

9. Set the width of column **A** to **10** characters, columns B and C to **12** characters, column D to **20** characters, and Column E, G, and H to **16** characters.
Hint: To set the width, go to **Home** tab → **Format** → **Column width** → then, simply type the number of characters in the column width dialog box.
10. Auto fit all of the rows in the worksheet to the cell contents.
Hint: Double click on each row headings to auto fit the rows height.
11. In cell **I5**, enter **Total**. In cell **I6**, insert a formula that calculates the total charges for the first customer. (*The number of DVDs created multiplied by the price per DVD and added to the shipping charge*) Increase the width of column **I** to **11** characters.
12. Copy the formula and paste it into the cell range **I7:I10**.
13. In cell **E11**, enter **Total**. In cell **F11**, use the **SUM** function to calculate the total number of DVDs created for all customers. In cell **I11**, use AutoSum to insert the SUM function to calculate the total charges for all of the customer orders.
14. Use editing mode to make the following corrections:
 - a. In cell **D6**, change the street address from *25 Lee St.* to **2500 Lee St.**
 - b. In cell **F9**, change the number of DVDs from *15* to **17**.
 - c. In cell **H8**, change the shipping charge from *\$7.23* to **\$8.23**.
15. Change the page layout of the customer Order worksheet to print in landscape orientation on a single page.
Hint: Go to **page layout** tab → **Orientation** → and select orientation.
16. *Kay Dexter* has canceled her order with RipCity Digital. **Remove** her order from the Customer orders worksheet.
Hint: To remove *Key Dexter*, right click on the name → **Delete** → on the delete dialog box, select the **entire row** option and click **OK**.
17. Add the following order directly after the order placed by June Romano:

Date:	4/22/2010
Name:	Patrick Crawford
Address:	200 Valley View Road, Rome GA 30161
Phone:	(706) 555-0998
DVDs:	14
Price per DVD:	\$16.55
Shipping Charge:	\$12.45
18. Verify that Excel automatically updates the formulas and functions used in the workbook so they properly calculate the total charge for this order and for all orders
19. Edit the title in cell **A4**, changing the ending date of the report from April 17, to April 22.
20. Save the workbook, print a copy and submit for evaluation.