

Lab 4a: Microsoft Excel Basics

Task: Your activity is to work through the Excel spreadsheet exercises. Spreadsheets are a powerful tool that you can use to organize data, build graphs, or perform calculations on data in a tabular format.

The PDF file [Excel Lab Manual - January 2013.pdf](#) embedded below is large (10MB). Please be patient while it loads.

Submission Details: Upload your Excel spreadsheet file(.xlsx file) using the upload box below.

Lab 4a: Working with spreadsheets

Introduction

Your activity is to learn Excel or Google Sheets by working through examples.

Learning Objectives

1. Become familiar with the interface of Microsoft Excel
2. Know how autocomplete works with dates and numbers
3. Format cells using dates, currency, numbers, and text
4. Apply what you learned by building a class schedule

Note: Ask your instructor if you should use *Microsoft Excel* or *Google Sheets*.

Assessment

To get full credit, you will need to:

1. Work through all five exercises in [Excel Lab Manual - January 2013 University of Calgary.pdf](#)
2. Create an Excel spreadsheet or Google Sheet that has your course schedule

Task 1: Get to Know Spreadsheets

Please note: The instructions are written for computers operating in English, localized for North America (American and Canadian English).

- Sunday may not auto-increment to Monday. However, Воскресенье should auto-increment to понедельник
- 1,000 might look like 1 000
- 1,000.00 might look like 1 000,00 or 1.000,00

This first task introduces you to prominent features in Excel.

1. Work through exercises 1-5 in [Lab Excel Lab Manual - January 2013 University of Calgary.pdf](#).

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Task 2: Create your Class Schedule

You will practice what you learned by creating your weekly schedule

When completed, it will look something like:

	A	B	C	D	E	F	G
1		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2	08:00 - 09:45	Statistics				Archeology 101	
3	09:55 - 10:45	English		C#		Mineral Exploration	ICT Lab 2
4	10:50 - 11:40		Kazakh History	Java			
5	12:00 - 12:50						ICT Lecture
6	12:55 - 13:45		Philosophy		ICT Lab		
7	13:55 - 14:45						

1. Create a new spreadsheet.
 - a. Give it a name, such as: Jimmy's Schedule (using your name)
2. Enter the days of the week as the column header
 - a. Hint: You only need to type in Monday (or понедельник), the Excel will do the rest (See Auto-complete section Excel Basics)
3. Enter the class times as the row headers
 - a. Such as in the image (but use your own class times)
4. Make the column and row headers bold
5. Fill in your class schedule
 - a. If you have a class, enter the class name
 - b. If you have a break during class time (a time when you do not have a class), fill the cell with a light-green color (or a color of your choice)
6. Merge cells that span multiple time periods
7. Put a border around all cells
 - a. Select all cells for your schedule
 - b. Click the drop-down glyph next to the border
 - c. Select 'All borders'
8. Give the outside edge a dark border (Thick Outside Border)
9. When completed show or submit your document to your instructor

Lab 4b: Creating Charts in Microsoft Excel

Instructions: Your activity is to work through the Excel spreadsheet exercises. Spreadsheets are a powerful tool that you can use to organize data, build graphs, or perform calculations on data in a tabular format.

You will work through exercises from *Computer Skills Workbook for Fluency with Information Technology, Fifth Edition* (using the instructions below). The PDF file embedded below is large (10MB). Please be patient while it loads.

Submission Details: Upload your Excel spreadsheet files (.xlsx file) using the upload box below.

Lab 4b: Creating Charts in Microsoft Excel

Introduction

At some point in time, you will be expected to graphically represent data from a project. This lab demonstrates how to create various charts and graphs from data in Excel.

Learning Objectives

1. Create a simple chart on a separate chart sheet and embed it in the worksheet
2. Create a pie chart using one series of data
3. Understand the difference between plotting series by rows and by columns
4. Identify and format chart elements including series, legend, titles, and chart area
5. Add and delete a series from a chart
6. Understand the linked relationship between the data and the chart
7. Understand that some chart types are more appropriate for some types of data

Note: Ask your instructor if you should use *Microsoft Excel* or *Google Sheets*.

Assessment

To get full credit, you will need to:

1. Work through all exercises in [Creating Charts in Microsoft Excel.pdf](#)

Task 1: Create a Simple Column Chart

1. Work through exercise on pages 154-165 in *Creating Charts in Microsoft Excel.pdf*

Task 2: Changing the Chart Type

2. Work through exercise on pages 165-166

Task 3: Selecting Non-adjacent Series

3. Work through exercise on pages 166-167

Task 4: Simple Chart Modifications

4. Work through exercise on page 167f

Task 5: Adding Data Labels

5. Work through exercise on pages 167-169 in *Creating Charts in Microsoft Excel.pdf*

Task 6: Formatting Chart Elements

6. Work through exercise on pages 169-171

Task 7: Chart Types

7. Work through exercise on page 172

Task 8: Pie Chart

8. Work through exercise on pages 172-174