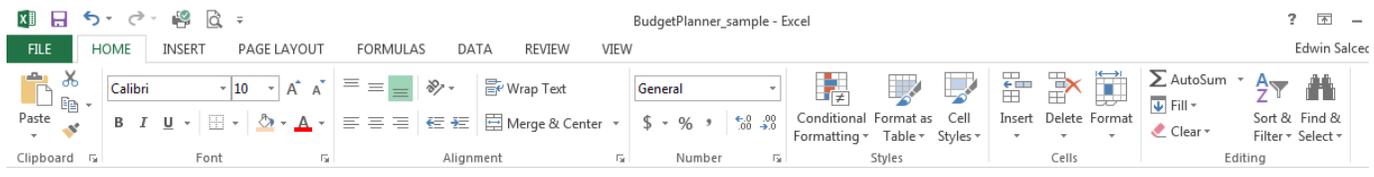


Technology Project Notes

Creating a Table and Graph Using Microsoft Excel

Menu Bar and Ribbon



File Tab - located at the top left hand corner of the screen; this is where the Open, Save, and Print commands are found

Cell - the intersection of a column and row

Column header - identified by the letters of the alphabet

Row header - identified by numbers

Name box - the name of the cell or intersection of a column or row (i.e. A1)

Cell range - the selection of multiple cells

Formula bar - the bar located under the Ribbon that allows you to write an equation

Column width - the width of a column

Row height - the height of a row

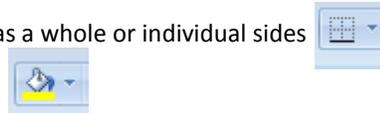
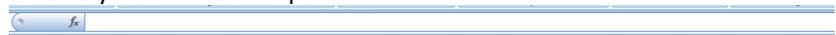
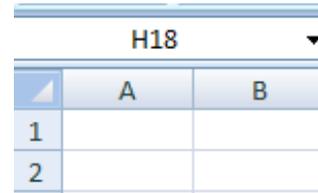
Border tool - allows you to place a border on any side of a cell as a whole or individual sides

Fill color - allows you to color in the cell

Editing a cell - double-click in the cell to make any changes

Formula/Function - always starts with an equal sign (Example: =b2)

Fill handle - allows you to make multiple copies of data, create a pattern, or automatically fill in the corresponding data



Excel Project Steps

1. Click on Start, All Programs, **Microsoft Office and Microsoft Office Excel 2013**.
2. Click on the **File Tab**. Click on **Save As**. When the **Save As dialog box** appears, type in your **File Name** and follow the steps to save your file. Finally **Click Save**.
3. Click on the **File Tab**. Click on **Save**. (at the end of each class)
4. Follow the steps provided in the front of the classroom to **open** your work next time for class.

Table

1. Highlight from A1 to K19.
2. Click on the **Border** tool down arrow and select **All Borders**. Also, select the **Bold** tool and **Center** tool.
3. Highlight from A1 to K1. Click on Merge and Center on the Ribbon (in the Alignment section). Type in the main title.
4. Resize Columns A, I, J and K using the resizing tool. The symbol should look like a black line with opposing arrows. Click and hold on the symbol and stretch it out to the right to make the column larger. You might have to adjust as needed.
5. From A2 to A18 type in the heading "Activity" and the list of activities.
6. Right-click on row number 5 and choose "Delete". Repeat this for row number 9.
7. Use the Fill Handle tool to type in the days of the week from B2 to H2 (i.e., Sun. to Sat.)
8. Type in the next three headings in I3, J3 and K3.
9. Type your data from B3 to H16.
10. Use the SUM function for cells I3 to I16. - For example, =SUM(B3:H3)
11. Type the numbers I have provided into cells J3 to J16.
12. Use the Multiplication function for cells K3 to K16. - For example, =I3*J3
13. Highlight A17 to J17 and merge and center those cells. Type the heading provided. Select the Align Text Left tool.
14. Use the SUM function for K17. - For example, =SUM(K3:K16)

Graph

1. Select K3 to K16. Hold Ctrl and select A3 to A16. Click on Insert from the Menu Bar. Click on the down arrow for Pie Chart from the Ribbon and select 2-D Pie from the drop down menu.

- Use the resizing points to enlarge your graph. Move your graph below.
- Click on Add Chart Elements from Design on the Menu Bar in the Chart Layouts section of the Ribbon.
- Click on Data Labels. Choose More Data Label Options. Choose the Category Name and Percentage checkboxes.
- Click and hold and arrange the individual text boxes surrounding your pie graph.
- Type in the Chart title as per my example.

Formula/Function Examples

- =A1+B1 or =A1-B1 or =A1*B1
- =SUM(B3:H3)

Assorted Functions

- **Orientation Change:** Click on Page Layout on the Menu Bar. Click on Orientation from the Ribbon and select **Landscape**.
- **Borders:** With the cells still selected, make sure you are on Home on the Menu Bar, and select **All Borders** with the Borders tool.
- **Saving:** Click on the File tab. Click on **Save As** and follow the usual procedure to save your work. After you save your work the first time, you no longer have to click on Save As but rather just the option to Save.

