Unit 1 Applications

Unit Application 1-1

Rename and delete sheets. Use Find and Replace and Spelling. Key formulas. Format data.

Klassy Kow Ice Cream maintains a statement of assets that includes cash, equipment, and supplies. You will be editing the worksheet.

1. Open **Assets**. Rename **Sheet1** as **Assets** and choose a tab color from the theme colors. Delete the other sheets. Save the workbook as *[your initials]*u1-1 in a folder for Unit 1.

2. Format the headings in rows 1:2 with the Headings font for the document theme. Adjust column widths as needed. Use Comma style with no decimals for cells C4:C13.

3. Replace all occurrences of **valuables** with **assets**. Check spelling and look for inconsistent capitalization.

4. Sum the value of current assets in cell C8. In cell C12, subtract depreciation from the property, plant, and equipment amount. Add the current and fixed assets in cell C13. Add a dollar sign to the first value in each section and to the total.

5. Use borders, fill, or other methods to better design the worksheet.

6. Add a header and place the insertion point in cell A1.

7. Prepare and submit your work. Save and close the workbook.

Unit Application 1-2

Enter and format values and labels. Key formulas. Insert rows. Format data.
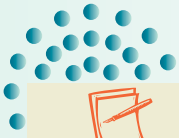
An income statement shows revenues (money from sales), expenses, and net income (sales minus expenses). You are to prepare and format this month's statement.

1. Create a new workbook with one sheet named **IncStatement** and save the workbook as *[your initials]*u1-2 in your Unit 1 folder.

2. Key the data as shown in Figure Unit 1-1.

Figure Unit 1-1

	A	B
1	Revenue	1500000
2	Cost of goods sold	975000
3	Sales expenses	57000
4	Administrative expense	50000
5	Depreciation	8000
6	Other expenses	2500
7	Total operating expenses	
8	Earnings before interest and taxes	
9	Interest expense	10000
10	Income taxes	150000
11	Net income	

3. Move the contents of cell B1 to cell C1.

4. In cell B7, sum the values in column B up to and including row 6. In cell C8, subtract total operating expenses from revenues. For net income (C11), subtract both interest expense and income taxes from earnings. Apply **Top and Double Bottom Borders** to the earnings and net income cells.

5. Insert two rows at the top of the data. As the first label, key **Klassy Kow Ice Cream, Inc.** In cell A2, key *[This Month]* **Income Statement**.

6. Format all values to show a comma with no decimals and the values in column C to include a dollar sign.

7. Use cell alignment, borders, fill, font styles and colors, and other tools to format the sheet.

8. Add a footer and use margins that place the data attractively on the page.

9. Prepare and submit your work. Save and close the workbook.

NOTE

You can insert rows and columns to be used as separators in designing borders and shading effects.
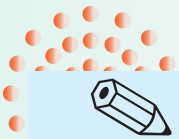
TIP

Position the pointer in cell A1 before you save a workbook.

Unit Application 1-3

Use AutoComplete or Pick From Drop-Down List. Find and correct errors. Use AutoCalculate.

The corporate office offers training for employees on various topics in various locations. You are to edit the worksheet that tracks this data.

1. Open **HRClasses** and choose a more descriptive name for the sheet. Save the workbook as *[your initials]*u1-3 in your Unit 1 folder.

2. Key the missing e-mail addresses using the same pattern as the other e-mail addresses.

3. Use AutoComplete or Pick From Drop-Down List to choose a department, location, and class for the missing entries. You may make your own selections.

4. Check the data carefully for errors and correct them.

5. In cell B27, key the value that results from AutoCalculate **Numerical Count** for the last names. Show the appropriate result in cell E27. Format these two values to use the same font and size as the related label.

6. Adjust the height of rows 2 and 3 so that there is a bit more fill below the labels.

7. Add a header and use margins that make the sheet appear centered on the landscape page.

8. Prepare and submit your work. Save and close the workbook.

REVIEW

Right-click the status bar to change AutoCalculate options.

NOTE

This worksheet is set for landscape printing.

Unit Application 1-4 ◆ Using the Internet

Search online booksellers for book and video titles about Excel. Make a list of 10 titles, including author(s), publisher(s), number of pages, price, and type of media.

Prepare a worksheet for your data with additional columns for shipping charges and a total cost. Format the data as a table or develop your own design. Use a header or a footer with appropriate information. Save your workbook as *[your initials]*u1-4 in your Unit 1 folder. Prepare and submit your work. Close the workbook.