

Excel O365 – Introduction Getting Started

Open the workbook **Start** and click the sheet tab named **Question 1**:

1. Select the cell **G17**

Press Home . Where did the Active cell go to?	
Now, press CTRL Home . Where is the Active Cell now?	
Next, press ALT PageDown . Where is the Active Cell?	
Press F5 and enter C4 then press Enter : Where is the Active Cell?	

Click the sheet tab named **Question 2** (Don't forget to accept the content of the cell):

2. Starting in the cell **B6**, enter the value **18**.

Change the value in **B3** to **9**.

Select the cell **E20**. Add the following entries to the **Clinic Location** column:

Wilmslow

Holmes Chapel

Lache

In **F20**, use **Pick from drop down list** (right click the cell) to enter the appropriate **Region** against each **Clinic Location**:

Wilmslow East

Holmes Chapel Central

Lache West

Select the range of data **H2 to H5**. **Spell check** the data (press **F7** on the keyboard)

Select the sheet tab named **Question 3** at the bottom of the screen:

3. Re-create the model below and then follow from **Question 4**:

	A	B	C	D	E
1	Date				
2	Time				
3	Flu Jabs				
4	Region	January	February	March	Total
5	East	500	510	560	
6	Central	450	460	500	
7	West	400	340	480	
8	Total				
9					

4. In the cell **B1** Enter today's date using the keyboard shortcut **CTRL ; (semi colon next to L)**

5. In the cell **B2**, enter the current time using the keyboard shortcut **CTRL SHIFT : (colon next to L)**

6. **Save** the workbook as **Started**. **Close** the workbook.

Excel O365 – Introduction Managing Sheets and Cells (page 1 of 2)

Open a **New Workbook**.

1. **Rename** Sheet1 to **Central Q1**
2. **Insert** two new sheets to the workbook and rename the new sheets as follows:
Sheet2 change to **East Q1**
Sheet3 change to **West Q1**
3. Insert three new sheets and rename the new sheets as follows:
Sheet4 change to **Central Q2**
Sheet5 change to **East Q2**
Sheet6 change to **West Q2**
4. Save the file using the name **Flu Figures**.
5. Select the **Central Q1** sheet, and recreate the following model, widening the columns appropriately:

	A	B	C	D
1	Cheshire Area			
2	Flu Figures			
3				
4	Clinics	First Quarter 2018	Second Quarter 2018	
5	Crewe	3400	4200	
6	Middlewich	2500	2980	
7	Nantwich	2600	2670	
8	Northwich	1900	2050	
9	Winsford	4300	4800	
10	Total			
11				

6. Apply the following formatting:
 - a) Merge and centre cells **A1 to C1**.
 - b) Merge and centre cells **A2 to C2**
 - d) Change the font of the headings in rows **1** and **2** to **Tahoma** and size **14**
 - e) **Bold** the headings in the cells ranges **A4 to C4** and **A5 to A11**.
 - f) Format the cell range **B5 to C10** as a **Number** with a **1000 comma separator** with **no decimal places**.

Managing Sheets and Cells (page 2 of 2)

- g) Select the cells **B4 to C4**. **Wrap the text** in these cells and adjust the width of the column to be the width of the numbers. You will need to adjust the height of the row to view all the text.
- h) Apply a **fill colour** of your choice to the headings in rows **1** and **2**.
- i) Apply **borders** to the cell range **A4 to C10**.
- j) **Insert** a new row above row 9. In the cell A8 type in **Sandbach**. Enter **1610** for First Quarter 2018 and enter **2300** for Second Quarter 2018.
- k) **Delete** row **3**.
- l) Right click the **Central Q1** sheet and select **move or copy**. Select **Move to end** and tick **create a copy**, click **OK** to confirm. A copy of the **Central Q1** sheet will appear **at the end** of the current workbook.
- m) Rename the **Central Q1 (2)** worksheet to **Summary**.
- n) In the **Summary** sheet highlight the cells **B4 to C10** and press **Delete** on the keyboard.
- o) Highlight the cells **A1 to C11** and click the **100%** Zoom Control in the bottom right corner. Select the option **Fit Selection**.

8. Save and close the workbook.

Your **Summary** sheet should look something like this:

	A	B	C
1	Cheshire Area		
2	Flu Figures		
3	Clinics	First Quarter 2018	Second Quarter 2018
4	Crewe		
5	Middlewich		
6	Nantwich		
7	Northwich		
8	Sandbach		
9	Winsford		
10	Total		

Excel O365 – Introduction Autosum and Autofill

Open the workbook **Sum and Fill** and click the sheet tab named **Regions**:

1. In the cell **A6** enter the heading **Total**.
2. Highlight the cells **B6 to J6** and use **Autosum** to add up the monthly totals for January to September in **row 6**.
3. Select the cell **J2**. Use the **Autofill** tool to extend the row of headings across to the cell **M2** (inserting October, November and December).
4. Enter the following data:

October	November	December
6000	5900	5950
5400	5450	5910
4100	4200	4250

5. Select the cell **J6**. Use the **Autofill** tool to copy the **Autosum** function across to total October, November and December.
6. In the cell **N2** enter the heading **Total**.
7. Highlight the cells **N3 to N6** and use **Autosum** to insert the totals.
8. Save the workbook.

Select the sheet tab named **Products**:

9. Highlight the cells **C9 to E9** and use **Autosum** to insert the totals for the columns.
10. Click in the cell **F3**. Use **Autosum** to insert the total. Use the **Autofill** tool to copy the **Autosum** function down to the other total cells in the column.
11. Resize the columns if the cells display # symbols.
12. Save and close the workbook.

Excel O365 – Introduction Simple Formulae

Open the workbook **Formula Exercises** and click the sheet tab named **Orders**:

1. Order 1: In the cell **B8** use a formula to add up the total cost of the three products.
2. Order 2: In the cell **B14** calculate the total price of the whiteboard by subtracting the discount price from the whiteboard price.
3. Order 3: In the cell **B19** calculate the VAT amount by multiplying the price of the whiteboard by 20%. In the cell **B20** calculate the total price by adding the two amounts together.
4. Order 4: In the cell **B25** use a formula to calculate the cost per unit by dividing the price by 100.
5. Save the workbook.
6. Select the sheet **Household**.
 - a) In the cell **B4** enter the value 1645 for the Salary.
 - b) In the cell **B5** enter the value 57 for the Investments.
 - c) In the cell **B6** use a formula to calculate the total income.
 - d) In the cell **B25** add up the total of the cells **B17** and **B23**.
 - e) In the cell **B27** calculate the difference between the **Total Income** and the **Total Outgoings**.
7. Save and close the workbook.

Excel O365 – Introduction Sorting Data

Open the workbook **Sorting Exercise** and click the sheet tab named **Staff**:

1. Highlight the Staff data table, click **Sort and Filter** and select **Custom Sort**. Select **Clinic** from the **sort by** drop-down options.

Click **add level** and select **Visits** from the drop-down options. Set the **Order** for the **Visits** column **largest to smallest**.

2. Click in cell **B2**. Click **Sort and Filter** and select **Filter** to apply filters to the column headings on the Staff data table.

3. Using the filters find the answer to the following questions (**in between each question clear the selection or click Select All**):

a) How many staff work in the **Clinic Middlewich**: _____

b) How many staff have a **Target Visit** of **25**: _____

c) What is the name of the **Health Visitor** in **Stretton**: _____

Click the **Lead Time** sheet tab.

4. Click on the cell **A1**. Apply **Filters** to the data table.

5. Using the filters find the answer to the following questions (**in between each question clear the selection or click Select All**):

a) How many products were on **Purchase Order Number** P29228?

b) Which **Branch** raised a Purchase order on 16/11/2018?

c) Which **Branch** had an **Expected Delivery Date** on the 9/11/2018 and received the goods **2 Days Late**?

d) Which **Branch** ordered **Product Code** 924776 on the 7/11/2018?

e) Use the Filter on the **Purchase Order Amount** column to sort **Largest to Smallest**. What is the highest amount?

7. Save and close the workbook.

Excel O365 – Introduction Printing

Open the workbook **Clinic PO's**.

1. Click **File, Print** to review the print layout of the workbook.
2. Change the paper orientation to **Landscape**.
3. Click the **Show Margins** button in the bottom right corner. Adjust the left and right margins to fit as much data on to the page as possible whilst still leaving a reasonable margin.
4. Click the **Page Setup** link on the left and select the **Fit To** option. Leave the 1 in the **Page Wide** box and delete the 1 from the **Tall** box. Click **OK**.
5. Click the **Page Setup** link on the left and select the **Header/Footer** tab. Click **Custom Header**.
6. Type in **NHS Cheshire** in the **Left Section**. Click in the **Right Section** and click the toolbar button to **Insert Date**. Click **OK**.
7. Click **Custom Footer**. Type in your name in the **Left Section**. Click in the **Right Section** and click the toolbar button to **Insert Page Number**. Click **OK**.
8. Click the **Sheet** tab at the top of the box. Click the **Gridlines** option. Click **OK**.
9. Click the back button (the arrow in a circle) in the top left corner of the window.
10. Click the **Page Layout** tab. In the **Page Setup** group click **Print Titles** button. From the **Page Setup** dialog box click into the box next to **Rows to repeat at top**. Highlight row 3.
(\$3:\$3 will be displayed in the box).
11. Click **Print Preview** to review the print layout of the workbook.
12. Save and close the workbook.

Excel O365 – Introduction Charting

Open the workbook **Chart YTD**.

1. Select the range of cells **A2 to C8**.
2. Press **F11** to create a Column Chart on to a new sheet.
3. Click into the **Chart Title** at the top of the chart and change the text to **Visits This Month**.
4. Click one of the **Target** data columns, check the circles are displayed on the corner of all the **Target** columns. Click the **Format** tab and click the arrow at the side of the **Shape Fill** button. Select a colour of your choice.
5. Click one of the **Actual** data columns, check the circles are displayed on the corner of all the **Actual** columns. Click the **Format** tab and click the arrow at the side of the **Shape Fill** button. Select a colour of your choice. (Click in the white area of the chart)
6. Click the **Chart Design** tab and click **Change Chart Type**. Change the Chart type to a **Bar Chart** of your choice.
7. Select the **Charting** sheet.
8. Select the cell range **A2 to B8**. Click the **Insert** tab, click the **Pie** button in the Charts group and select 3D pie chart. The pie chart will be inserted on the same sheet as your data.
9. Click the **Chart Design** tab and click the **Add Chart Element** button on the ribbon. Select **Legend** and click **None**.
10. On the **Chart Design** tab and click **Add Chart Element**. Select **Data Labels** and click **More Data Label options** from the menu. On the right side of the screen, tick the options **Category Name** and **Percentage**. Click the **X** in the top right corner of the open Format Data Labels window to apply the changes to the pie chart.
11. Resize the chart box and move the chart so it is displayed under the data. Click the largest slice of pie and check the circles are displayed around the outside of the slice. Click and drag the slice to explode the slice.
12. Save and close the workbook.