8th Grade Digital Citizenship – Project 2C Excel

E-Learning Day 1

Instructions:

Follow the instructions for 2C. Complete the assignment, save the assignment; upload the assignment to your Google Drive account.

If you get stuck on an instruction, you will have time once you return to school to consult your instruction manual, or you can reach me by email bmiller@ccsgoshen.org.

Have a great E-Learning Day.

Mr. Miller

Skills Review | Project 2C Sauces Inventory (continued)

1 **Start** Excel. From your student files, locate and open **e02C_Sauces_Inventory**. From **Backstage** view, display the **Save As** dialog box, navigate to your **Excel Chapter 2** folder, and then save the workbook as **Lastname_Firstname_2C_Sauces_Inventory**

a. Click cell **B4**. Click the **Formulas tab**, and then in the **Function Library group**, click the **AutoSum** button. Select the range **A14:A68**, and then press Enter.

b. With cell **B5** active, in the **Function Library group**, click the **More Functions** button. Point to **Statistical**, click **AVERAGE**, and then in the **Number1** box, type **d14:d68** Click **OK**.

c. Click cell **B6**. In the **Function Library group**, click the **More Functions** button, point to **Statistical**, and then click **MEDIAN**. In the **Function Arguments** dialog box, to the right of the **Number1** box, click the **Collapse Dialog** button. Select the range **D14:D68**, click the **Expand Dialog** button, and then click **OK**.

d. Click cell **B7**, and then by using a similar technique to insert a statistical function, insert the **MIN** function to determine the lowest **Retail Price**. Click cell **B8**, and then insert the **MAX** function to determine the highest **Retail Price**.

2 Right-click cell **B4**. On the Mini toolbar, click the **Comma Style** button, and then click the **Decrease Decimal** button two times. Select the range **B5:B8**, and apply the **Accounting Number Format**.

a. Select the range **A4:B8**. Point to the right edge of the selected range to display the ⬚ pointer. Drag the selected range to the right until the ScreenTip displays *D4:E8*, and then release the mouse button.

b. With the range **D4:E8** selected, on the **Home tab**, in the **Styles group**, display the **Cell Styles** gallery, and then under **Themed Cell Styles**, click **20% - Accent1**.

c. In cell **C6**, type **Sauce Statistics** Select the range **C4:C8**, right-click over the selection, and then click **Format Cells**. In the **Format Cells** dialog box, click the **Alignment tab**. Under **Text control**, select the **Merge cells** check box.

d. In the upper right portion of the dialog box, under **Orientation**, point to the **red diamond**, and then drag the diamond upward until the **Degrees** box indicates **20**. Click **OK**.

e. With the merged cell still selected, on the **Home tab**, in the **Font group**, change the **Font Size** to **18**, and then apply **Bold** and **Italic**. Click the **Font Color**

button arrow, and then in the fourth column, click the first color—**Dark Blue, Text 2**.

3 Click cell **B10**. On the **Formulas tab**, in the **Function Library group**, click the **More Functions** button, and then display the list of **Statistical** functions. Click **COUNTIF**.

a. At the right edge of the **Range** box, click the **Collapse Dialog** button, select the range **F14:F68**, and then press Enter. Click in the **Criteria** box, type **Pasta** and then click **OK** to calculate the number of *Pasta* types.

b. Click cell **G14**. On the **Formulas tab**, in the **Function Library group**, click the **Logical** button, and then in the list, click **IF**. If necessary, drag the title bar of the **Function Arguments** dialog box up so that you can view **row 14** on your screen.

c. With the insertion point in the **Logical_test** box, click cell **A14**, and then type **<30** Press Tab to move the insertion point to the **Value_if_true** box, and then type **Order** Press Tab to move the insertion point to the **Value_if_false** box, type **OK** and then click **OK**. Using the fill handle, copy the function in cell **G14** down through cell **G68**.

4 With the range **G14:G68** selected, on the **Home tab**, in the **Styles group**, click the **Conditional Formatting** button. In the list, point to **Highlight Cells Rules**, and then click **Text that Contains**.

a. In the **Text That Contains** dialog box, with the insertion point blinking in the first box, type **Order** and then in the second box, click the **arrow**. In the list, click **Custom Format**.

b. In the **Format Cells** dialog box, on the **Font tab**, under **Font style**, click **Bold Italic**. Click the **Color arrow**, and then under **Theme Colors**, in the sixth column, click the first color—**Red, Accent 2**. In the lower right corner of the **Format Cells** dialog box, click **OK**. In the **Text That Contains** dialog box, click **OK** to apply the font color, bold, and italic to the cells that contain the word *Order*.

c. Select the range **A14:A68**. In the **Styles group**, click the **Conditional Formatting** button. In the list, point to **Data Bars**, and then under **Gradient Fill**, click **Orange Data Bar**. Click anywhere to cancel the selection.

d. Select the range **F14:F68**. On the **Home tab**, in the **Editing group**, click the **Find & Select** button, and then click **Replace**. In the **Find and Replace** dialog box, in the **Find what** box, type **Hot** and then in the

Replace with box type **Spicy** Click the **Replace All** button and then click **OK**. In the lower right corner of the **Find and Replace** dialog box, click the **Close** button.

e. Scroll down as necessary, and then click cell **A70**. Type **Edited by Michelle Albright** and then press Enter. With cell **A71** as the active cell, on the **Formulas tab**, in the **Function Library group**, click the **Date & Time** button. In the list of functions, click **NOW**, and then click **OK** to enter the current date and time.

5 Select the range **A13:G68**. Click the **Insert tab**, and then in the **Tables group**, click the **Table** button. In the **Create Table** dialog box, if necessary, select the My table has headers check box, and then click **OK**. On the **Design tab**, in the **Table Styles group**, click the **More** button, and then under **Light**, locate and click **Table Style Light 9**.

a. In the header row of the table, click the **Retail Price arrow**, and then from the menu, click **Sort Smallest to Largest**. Click the **Category arrow**. On the menu, click the (**Select All**) check box to clear all the check boxes. Scroll as necessary and then click to select only the **Steak** check box. Click **OK**.

b. On the **Design tab**, in the **Table Style Options group**, select the **Total Row** check box. Click cell **A69**, click the **arrow** that displays to the right of cell **A69**, and then in the list, click **Sum**. In cell **B11**, type the result **6 (278 total items in stock)** and then press Enter.

c. In the header row of the table, click the **Category arrow** and then click **Clear Filter From "Category"** to redisplay all of the data. Click anywhere in the table. Click the **Design tab**, in the **Table Style Options group**, clear the **Total Row** check box, and

then in the **Tools group**, click the **Convert to Range** button. Click **Yes**.

d. On the **Page Layout tab**, in the **Themes group**, click the **Themes** button, and then click **Horizon**.

6 On the **Page Layout tab**, click the **Margins** button, and then click **Custom Margins**. On the **Margins tab**, under **Center on page**, select the **Horizontally** check box. Click **OK**. On the **Page Layout tab**, in the **Scale to Fit group**, click the **Width button arrow**, and then click **1 page**.

a. In the **Page Setup group**, click the **Print Titles** button. Under **Print titles**, click in the **Rows to repeat at top** box, and then to the right, click the **Collapse Dialog** button. From the **row heading area**, select **row 13**, and then click the **Expand Dialog** button. Click **OK**.

b. On the **Insert tab**, in the **Text group**, click the **Header & Footer** button. Insert the **File Name** in the **left section** of the footer. Return to **Normal** view, make cell **A1** the active cell, and then delete the unused sheets.

c. Display the **Document Panel**, and then add your name, your course name and section, and the keywords **inventory, Portland Close** the **Document Information Panel**.

d. **Save** your workbook. Print or submit electronically as directed by your instructor. If required by your instructor, print or create an electronic version of your worksheets with formulas displayed by using the instructions in Activity 1.16, and then **Close** Excel without saving so that you do not save the changes you made to print formulas.

End You have completed Project 2C ———————