

Microsoft Excel Practice Exercise Level 1: EX-03: Create a Basic Spreadsheet (Sales Report)

Follow the steps below to create and save in file using the spreadsheet application Microsoft Excel.



1. **Double-click** the **Excel 2016** icon on the desktop **or** Click **Start**. Scroll down and click **Excel 2016**. If necessary, click cancel in the activation window.
2. Click **Blank Workbook**.
3. Click **Save**, click **Browse**, click **Desktop** on the left.
4. Double-click **Student BAS-LAN-SERVER** shortcut.
5. Double-click **Alfred Miller's Classes**, double-click **Your Class**, double-click **Your Name**.
6. Click in the filename area and type **Sales Report - Your Name** for the filename. Replace **Your Name** with your real name.
7. Click **Save**.
8. Type the material in the box below in the appropriate cells. **As you type in column B, your material will get shortened. DO NOT WORRY, we will fix it later.** To fix a mistake, double-click the square, line up the cursor and fix it.

	A	B	C	D	E
1	Sales Report				
2					
3	Employee	Q1	Q2	Q3	Q4
4	John Womack	2566	3498	2965	3126
5	Sally Smith	2635	2884	3030	3328
6	Wally Turnbuckle	2437	2664	2338	2777
7	Stacy Milnar	2678	2565	2898	3021
8	Bruce Jackson	3003	2865	3105	3222
9					
10	Total				
11	Average				
12	Maximum				
13	Minimum				
14	Count				

9. You will need to widen **column A**, so point to line between A and B and you will see a double-headed



arrow, drag it wide enough to fit the text.

10. Click **Save**.
11. Close **Microsoft Excel** when done.

12. If you want to turn in the assignment, you can upload files with the [Student Exercise \(Assignment\) Upload Form](#). Remember when you click upload, to choose the file from the folder where you saved it.