Microsoft Excel Practice Exercise Level 3: Exercise #1
Using Formulas a Spreadsheet (Candy)
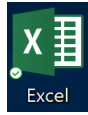
1. **Double-click** the **Excel 2016** icon on the desktop **or** Click **Start.** Scroll down and click **Excel 2016.** If necessary, click cancel in the activation window.

2. Choose **File→Open**.

3. Click **Browse**.

4. Double-click **Student BAS-LAN-SERVER** shortcut.

5. Double-click **Alfred Miller's Classes**.

6. Double-click **Your Class**.

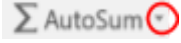7. Double-click **Your Name**.

8. Double-click in the file **Candy**.

9. Let's calculate the amount of candy needed. Click cell **D4**. Type the formula **=C4-B4** and press the **ENTER** key. The answer should be 2.

10. You are now in cell **D5**. Type the formula **=C5-B5** and click the check mark in the formula bar. The answer should be 12 and you are still in cell **D5**.

11. We will copy the formula down the rest of the column. Make sure you are in cell **D5** and point the lower-right corner of the cell to find a small black plus , drag the small black plus to row cell **D10**.

12. Now we will calculate the **Total** for the Amount On Hand. Click in cell **A12**, choose **Home→Editing→AutoSum** . You should see a box surrounding the range Excel wants to add (hopefully A4:A10, if not drag from A4:A10), press **ENTER**. The answer should be 111.

13. Now we will calculate the **Average** for the Amount On Hand. Click in cell **A13**, choose **Home→Editing→AutoSum** menu arrow and click **Average**. You should see a box surrounding the range Excel wants to average, it is wrong, so drag from **A5:A11**, press **ENTER**. The answer should be 15.85714286.

14. Now we will calculate the **Maximum** for Amount On Hand, click in cell **A14**, choose **Home→Editing→AutoSum** menu arrow and click **Maximum**. You should see a box surrounding the range Excel wants to find the largest (maximum) number, it is wrong, so drag from **A4:A10**, press **ENTER**. The answer should be 23.

15. Now we will calculate the **Minimum** for Amount On Hand, click in cell **A15**, choose **Home→Editing→AutoSum** ∑ AutoSum menu arrow and click **Minimum**. You should see a box surrounding the range Excel wants to smallest (minimum) number, (it is wrong, so drag from **A4:A10)**, press **ENTER**. The answer should be 11.

16. Now we will calculate the **Count** for Amount On Hand, click in cell **A16**, choose **Home→Editing→AutoSum** ∑ AutoSum menu arrow and click **Count Numbers**. You should see a box surrounding the range Excel wants to count, (it is wrong, so drag from **A4:A10)**, press **ENTER**. The answer should be 7.

17. Now we will **copy** the formulas from Total through Count for Amount on Hand to the other Amount Needed and Amount to Order. Highlight **A12:A16**.

18. Drag the **fill handle** (little black plus in lower-right corner of the selection) to the right to **D16**.

19. Let's fix the numbers with decimal places in the range **B13:D13**. Highlight **B13:D13** and choose **Home→Number→Decrease Decimal** as 6 times or as many as times as needed to have **no decimal places**.

20. Click **File→Save** to keep your changes.

21. Continue with the next exercise or close **Microsoft Excel** when done.

22. 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.