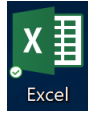


## Microsoft Excel Practice Exercise Level 3: Exercise #3

### Using Formulas a Spreadsheet (Sales Report)




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 **Sales Report**.
9. Look at the picture below and add the words (headings) in the red rectangle into the range **F3:I3**.

	A	B	C	D	E	F	G	H	I
1	<b>Best Sweets Sales Report</b>								
2									
3	<b>Employee</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>	<b>Total</b>	<b>Average</b>	<b>Maximum</b>	<b>Minimum</b>
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 Johnson	3003	2865	3105	3222				
9									
10	<b>Total</b>								
11	<b>Average</b>								
12	<b>Maximum</b>								
13	<b>Minimum</b>								
14	<b>Count</b>								


10. Now we will fix the title in A1 to merge and center over the new columns. Highlight the range A1:I1, choose **Home**→**Alignment**→**Merge and Center** **Merge & Center** and then do it again **Home**→**Alignment**→**Merge and Center** **Merge & Center**.
11. Let's calculate the total for each employee. Click cell **F4**. Choose **Home**→**Editing**→**AutoSum** **AutoSum**. You should see a box surrounding the range Excel wants to add (hopefully **B4:E4**, if




not drag from **B4:E4**), click the check mark    in the formula bar. The answer should be 12155.

12. We will copy the total formula from **F4** down the rest of the column. Make sure you are in cell **F4** and


 , drag the small black plus down to row cell **F8**.

13. Now we will calculate the **Average** for each employee. Click in cell **G4**, 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 **B4:E4**, click the check mark

   in the formula bar. The answer should be 3038.75.

14. We will copy the average formula from **G4** down the rest of the column. Make sure you are in cell **G4**


 , drag the small black plus down to row cell **G8**.

15. Now we will calculate the **Maximum** for each employee, click in cell **H4**, 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




**B4:E4**, click the check mark    in the formula bar. The answer should be 3498.

16. We will copy the maximum formula from **H4** down the rest of the column. Make sure you are in cell


**H4** and point the lower-right corner of the cell to find a small black plus  , drag the small black plus down to row cell **H8**.

17. Now we will calculate the **Minimum** for each employee, click in cell **I4**, choose



**Home**→**Editing**→**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 **B4:E4**),











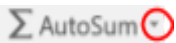




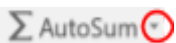




click the check mark    in the formula bar. The answer should be 2566.



18. We will copy the minimum formula from **I4** down the rest of the column. Make sure you are in cell **I4**


 , drag the small black plus down to row cell **I8**.

19. Let's fix the numbers to have a comma with no decimals in the range **B4:J8**. Highlight **B4:J8** and

choose **Home**→**Number**→**Comma**  , now choose **Home**→**Number**→**Decrease Decimal**  as many as times as needed to have **no decimal places**.

20. Click **File**→**Save** to keep your changes.
21. Let's calculate the total for Quarter 1. Click cell **B10**. Choose **Home**→**Editing**→**AutoSum** . You should see a box surrounding the range Excel wants to add (hopefully **B4:B8**, if not drag from **B4:B8**), click the check mark    in the formula bar. The answer should be 13,319.
22. We will copy the **total** formula from **B10** across the rest row. Make sure you are in cell **B10** and point the lower-right corner of the cell to find a small black plus  , drag the small black plus across the to row cell **F10**.
23. Now we will calculate the **Average** for the Quarter 1. Click in cell **B11**, 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 **B4:B8**, click the check mark    in the formula bar. The answer should be 2,664.
24. We will copy the **average** formula from **B11** across the rest row. Make sure you are in cell **B11** and point the lower-right corner of the cell to find a small black plus  , drag the small black plus across the to row cell **F11**.
25. Now we will calculate the **Maximum** for the Quarter 1. Click in cell **B12**, choose **Home**→**Editing**→**AutoSum**  menu arrow and click **Maximum**. You should see a box surrounding the range Excel wants to average, it is wrong, so drag from **B4:B8**, click the check mark    in the formula bar. The answer should be 3,003.
26. We will copy the **maximum** formula from **B12** across the rest row. Make sure you are in cell **B12** and point the lower-right corner of the cell to find a small black plus  , drag the small black plus across the to row cell **F12**.
27. Now we will calculate the **Minimum** for the Quarter 1. Click in cell **B13**, choose **Home**→**Editing**→**AutoSum**  menu arrow and click **Minimum**. You should see a box surrounding the range Excel wants to average, it is wrong, so drag from **B4:B8**, click the check mark    in the formula bar. The answer should be 2,437.
28. We will copy the **minimum** formula from **B13** across the rest row. Make sure you are in cell **B13** and point the lower-right corner of the cell to find a small black plus  , drag the small black plus across the to row cell **F13**.

29. Now we will calculate the **Count** for the Quarter 1. Click in cell **B14**, choose **Home**→**Editing**→**AutoSum**  menu arrow and click **Count**. You should see a box surrounding the range Excel wants to average, it is wrong, so drag from **B4:B8**, click the check mark  in the formula bar. The answer should be 5.

30. We will copy the **count** formula from **B14** across the rest row. Make sure you are in cell **B14** and point the lower-right corner of the cell to find a small black plus , drag the small black plus across the to row cell **F14**.

31. Your exercise will look similar to the one below:

	A	B	C	D	E	F	G	H	I
1	<b>Best Sweets Sales Report</b>								
2									
3	<b>Employee</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>	<b>Total</b>	<b>Average</b>	<b>Maximum</b>	<b>Minimum</b>
4	John Womack	2,566	3,498	2,965	3,126	12,155	3,039	3,498	2,566
5	Sally Smith	2,635	2,884	3,030	3,328	11,877	2,969	3,328	2,635
6	Wally Turnbuckle	2,437	2,664	2,338	2,777	10,216	2,554	2,777	2,338
7	Stacy Milnar	2,678	2,565	2,898	3,021	11,162	2,791	3,021	2,565
8	Bruce Johnson	3,003	2,865	3,105	3,222	12,195	3,049	3,222	2,865
9									
10	<b>Total</b>	13,319	14,476	14,336	15,474	57,605			
11	<b>Average</b>	2,664	2,895	2,867	3,095	11,521			
12	<b>Maximum</b>	3,003	3,498	3,105	3,328	12,195			
13	<b>Minimum</b>	2,437	2,565	2,338	2,777	10,216			
14	<b>Count</b>	5	5	5	5	5			

32. Click **File**→**Save** to keep your changes.
33. Continue with the next exercise or close **Microsoft Excel** when done.
34. 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.