Exercise 1

1. Open Excel
2. Open the **Excel Intro ExerciseFile.xlsx** workbook
3. How many **worksheets** does this **workbook** have? \_\_\_\_\_\_\_\_\_\_\_
4. Ensure the worksheet named **contacts** is selected.
5. Which cell is the **active** cell? \_\_\_\_\_\_\_\_\_\_\_
6. Move to cell **C10** what data has been typed in this cell?

 \_\_\_\_\_\_\_\_\_\_\_

Exercise 2

Use the **Training in Jan** Worksheet

1. In cell **H2** calculate the number of places left, copy this down for all courses.

The number of places left for the Excel Course is: \_\_\_\_\_\_\_\_\_\_\_\_
2. In cell **K2** enter a formula to show the Total Income of the **Word course**, copy this down for all courses.

The Income for the Access course is \_\_\_\_\_\_\_\_\_\_
3. In Cell **K7** enter a formula to show the Total Income of **all courses**.

The total cost of all courses is \_\_\_\_\_\_\_\_\_\_
4. In Cell **G7** calculate the Average numbers for courses.

The average expected numbers for all courses is \_\_\_\_\_\_\_\_\_\_\_
5. Link the room hire costs in cell **I2** from the relevant sheet (**Room Costs**)
6. In Cell **A9** type ***Deposit***
7. In cell **B9** type ***10%***
8. In cell **J2** calculate what the deposit of the room hire is by creating a suitable formula

Write the formula here \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Copy the formula in cell **J2** through to **J5**. What do you notice about the results, is there an error and if so do you know why?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If there is an error re-do the formula to remove it.
2. Change the data in cell **B9** to **15%.** Have the values in the range **J2:J5** also updated? \_\_\_\_\_

Exercise 2a

Use the **Training in Jan** Worksheet

1. In cell **H2** calculate the number of places left, fill this down for all courses.
	1. Use the formula **=F2-G2**
	2. Use the **AutoFill cross**, click hold and drag to fill the data down

The number of places left for the Excel Course is: \_\_\_\_\_\_\_\_\_\_\_\_

1. In cell **K2** enter a formula to show the Total Income of the **Word course**, copy this down for all courses.
	1. Use the formula **=G2\*B2**
	2. Use the **AutoFill cross**, click hold and drag to fill the data down

The Income for the Access course is \_\_\_\_\_\_\_\_\_\_

1. In Cell **K7** enter a formula to show the Total Income of **all courses**.
	1. Use the Sum Button then click and drag on the relevant cells, the formula should look like this: **=SUM(K2:K5)**

The total cost of all courses is \_\_\_\_\_\_\_\_\_\_

1. In Cell **G7** calculate the Average numbers for courses.
	1. Use the Sum Button drop down, select Average, then click and drag on the relevant cells, the formula should look like this: **=AVERAGE(G2:G5)**

The average expected numbers for all courses is \_\_\_\_\_\_\_\_\_\_\_

*Continued on next page……*

1. Link the room hire costs from the relevant sheet (**Room Costs**)
	1. Click Cell **I2**
		1. press **=**
		2. click onto sheet **Room Costs**
		3. click cell **C2**
		4. press **Enter**
	2. Use the **AutoFill cross**, click hold and drag to fill the data down
2. In Cell **A9** type ***Deposit***
3. In cell **B9** type ***10%***
4. In cell **J2** calculate what the deposit of the room hire is by creating a suitable formula.
	1. You should use absolute referencing for the deposit amount in cell B9, your formula should look like this: **=$B$9\*J2**

Write the formula here \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Copy the formula in cell **J2** through to **J5**. What do you notice about the results, is there an error and if so do you know why?

*There should be no error if absolute referencing is used, if you have not used it then the deposit amounts will be zero in cells J3:J5*

1. Change the data in cell **B9** to **15%.** Have the values in the range **J2:J5** also updated? \_\_\_\_\_

Workshop/Exercise 3

*You may work alone or in groups if you wish*

Create an Academic Year Wall Planner using the beginnings started in the worksheet **Academic Year Planner**

It should contain:

* Week days only
* Date in each relevant cell – showing day only
* Shading to differentiate between the different areas
* Formatting as you see fit
* Print setup to print on one page, either A4 or A3.

An example can be shown if you request it.

The following may help: (NB This is **not** the layout of the worksheet!)

|  |  |  |
| --- | --- | --- |
| 2010-2011 | Start Day | End Day |
| Sep | Wed | Thu |
| Oct | Fri | Sun |
| Nov | Mon | Tue |
| Dec | Wed | Fri |
| Jan | Sat | Mon |
| Feb | Tue | Mon |
| Mar | Tue | Thu |
| Apr | Fri | Sat |
| May | Sun | Tue |
| Jun | Wed | Thu |
| Jul | Fri | Sun |
| Aug | Mon | Wed |

If you wish to embellish this in the future you may wish to add the academic holidays: <http://www.governance.salford.ac.uk/almanac>