OzGrid

Microsoft Excel Introduction

Class Activity 2

1. Save and close any workbook you have on your screen.
2. Create a new blank workbook.
3. Enter the following data. Make sure you use your **Fill Handle** for **column** and **row** headings, and a **data input range** when you enter your data.

	A	B	C	D	E	F
1						
2						
3		Week 1	Week 2	Week 3	Week 4	
4	January	1354	2364	4561	4512	
5	February	3246	2643	3215	3451	
6	March	1258	3685	2135	2643	
7	April	5642	3498	1345	1351	
8	May	3216	1978	3621	2642	
9	June	5463	4512	1672	3854	
10						
11						

4. **Bold** as indicated and create sub-totals as follows using the **AutoSum** tool.

	A	B	C	D	E	F	G
1							
2							
3		**Week 1**	**Week 2**	**Week 3**	**Week 4**		
4	**January**	1354	2364	4561	4512	**12791**	
5	**February**	3246	2643	3215	3451	**12555**	
6	**March**	1258	3685	2135	2643	**9721**	
7	**April**	5642	3498	1345	1351	**11836**	
8	**May**	3216	1978	3621	2642	**11457**	
9	**June**	5463	4512	1672	3854	**15501**	
10		**20179**	**18680**	**16549**	**18453**	**73861**	
11							
12							

5. Format your numbers as follows

	A	B	C	D	E	F	G
1							
2							
3		**Week 1**	**Week 2**	**Week 3**	**Week 4**		
4	**January**	$1,354.00	$2,364.00	$4,561.00	$4,512.00	**$12,791.00**	
5	**February**	$3,246.00	$2,643.00	$3,215.00	$3,451.00	**$12,555.00**	
6	**March**	$1,258.00	$3,685.00	$2,135.00	$2,643.00	**$9,721.00**	
7	**April**	$5,642.00	$3,498.00	$1,345.00	$1,351.00	**$11,836.00**	
8	**May**	$3,216.00	$1,978.00	$3,621.00	$2,642.00	**$11,457.00**	
9	**June**	$5,463.00	$4,512.00	$1,672.00	$3,854.00	**$15,501.00**	
10		**$20,179.00**	**$18,680.00**	**$16,549.00**	**$18,453.00**	**$73,861.00**	
11							
12							

6. Format as a Table
7. Save the workbook as **_Monthly Figures_**.