

Creating an Excel Worksheet and Chart¹

1. Create a blank Microsoft Excel spreadsheet.
2. In cell A2, enter “Davis Mobile Concepts”
3. In cell A3, enter “Yearly Sales”
4. In cells B4, C4, D4 and E4, enter the product titles, “Alarm”, “Audio”, “Light”, and “Ultimate”.
5. In cells A5, A6, A6, and A8, enter the regions (states): “California”, “Nevada”, “Oregon”, and “New York”.
6. Fill in the sales figures by copying (or cut and pasting) from the following table:

	Alarm	Audio	Light	Ultimate
California	860,358.71	431,758.35	375,708.22	247,826.28
Nevada	345,024.13	863,814.87	786,253.39	511,277.11
Oregon	396,157.67	326,159.07	500,255.40	383,514.73
New York	395,428.36	804,908.29	272,220.20	342,965.38

7. Add the title “Total” in cell F4, and create formulas using the SUM function to determine the total revenue for each state.
8. Add the title “Total” in cell A9, and create formulas using the SUM function to determine total revenue for each of the four packages, as well as a grand total for the entire company.
9. Format the Title in cell A2 and subtitle in cell A3 as follows:
 - a. Merge cells A2:F2 and A3:F3 and center the result
 - b. Apply the Title cell style.
 - c. Format as 18-point Arial Black.
 - d. Format with Green, Accent 6 font color.
10. Type your name in cell A11
11. In cell A12, type the text: =cell(“filename”)
12. Format the product names in B4:F4 with the Heading 2 cell style and center the text in the cells.
13. Make the following changes to the data:
 - a. Format the range A5:F8 with the 20% - Accent6 cell style
 - b. Format cells B5:F5 and B9:F9 with the accounting number format
 - c. Format cells B6:F8 with the comma style format.
 - d. Format the range A9:F9 with the Total cell style.
 - e. If necessary, resize all columns to fit the data.
14. Change the name of the sheet1 tab to “Yearly Sales” apply the Orange color to the sheet tab.

¹ Derived from Excel Workbook, Module 1, Exercises 55&56.

15. Create a 3-D pie chart on its own sheet, which shows the total sales contributions of each state.

- a. Chart the state totals (F5:F8), using the state names (A5:A8) as labels.
- b. Apply chart style 3.
- c. Change the chart title to **Yearly Sales by State**.
- d. Change the tab name for this sheet to **Yearly Sales Chart** and change the tab color to Orange.

16. Save the workbook using the file name, Lab 1-2 Davis Mobile Concepts.

17. If you wanted to make a distinction between the rows in the table, what could you do?

Type your answer in cell F11.

18. Upload the “Lab 1-2 Davis Mobile Concepts.xlsx” file onto myCourses CS-105 Content, Lab Assignments, Lab 1-2 Davis Mobile Concepts.

Note: This lab does not require a cover page or footers for CS-105 section B. Just upload the file itself.