

Laboratory Exercise: Microsoft Excel

For this lab you will do three online tutorials supplied by Microsoft to learn how to create a spreadsheet, enter formulas, and print spreadsheets using Microsoft Excel.

To find these tutorials, go to the <http://office.microsoft.com/en-us/training/CR061831141033.aspx> web page. As always, if you have questions, please come and see the instructor or a TA, or send us email. We will try to help you!

When you save the files in the tutorials, the actual file names will have “.xls” on the end. You don’t have to type it; Excel adds it automatically. Don’t worry if you can’t see it.

Get to Know Excel: Create Your First Workbook

To do this tutorial, go to the third tutorial in the list (it has the same title as this section, with “Audio course:” in front) and click on it. You can disable your audio, or use headphones if you like; the audio just repeats what is on the page.

This tutorial has three practice sessions. In each, you will apply what you learned to a small Word file. As you finish each practice, save the file. Use the following names (they are the defaults, but check just in case):

First practice session	Meet the workbook1
Second practice session	Enter data1
Third practice session	Edit data and revise worksheets1

So That’s How! Printing Options in Excel

To do this tutorial, go to the fourth tutorial in the list (it has the same title as this section) and click on it.

This tutorial has two practice sessions. In each, you will apply what you learned to a small Word file. As you finish each practice, save the file. Use the following names (they are the defaults, but check just in case):

First practice session	Get what you want printed on the page1
Second practice session	Finishing touches before you print1

In Exercise 1 of the first practice session, move the margin handle until you hide about half of the word “Pepper” in the eighth item in the list. Otherwise, your pagination will be messed up for the rest of this practice session. In Exercise 2, when moving the top margin line, try doing what the exercise says, but if you still see “Page 1 of 2” when you should see “Page 1 of 1”, then move the top margin to 0.25 to fit everything onto a single page. Finally, in Exercise 5, get out of Print Preview mode to see the “Manual Page Break” tab; it’s visible in the normal view.

In Exercise 3 of the second practice session, you may need to click on the bottom entry of the “View” menu to expand it in order to see the “Comments” selection.

Get to Know Excel: Enter Formulas

To do this tutorial, go to the fifth tutorial in the list (it has the same title as this section) and click on it.

This tutorial has three practice sessions. In each, you will apply what you learned to a small Excel file. As you finish each practice, save the file. Use the following names (they are the defaults, but check just in case):

First practice session	Get started1
Second practice session	Use cell references1
Third practice session	Simplify formulas by using functions1

When you do Exercise 6 in the third practice session, depending on how wide you left column B, you may see a number of “#”s in the column. That means the column is not wide enough to display the “#Name?” error message. Just widen column B until you see the error message, as you did in Exercise 5.

What to Turn In

You should store all 8 files in your MySpace. To turn the files in to the graders, go to MyUCDavis, and submit them to ECS 15; go to Assignments and then the Drop Off for Lab 3.

After submitting all eight files, you are done. Don't forget to use the Start button to logout from the lab computers!