

Microsoft Excel

1 Introduction

For this lab, you will do 3 online tutorials supplied by Microsoft. These tutorials show you something about entering formulas, creating charts, and figuring out dates.

To find these tutorials, go to

<http://office.microsoft.com/en-us/excel-help/CH010224830.aspx>

These require Microsoft Excel 2007, and a browser that runs ActiveX (which, for all practical purposes, means Internet Explorer).

Note each page has an audio component. That simply reads the text on the page. So you can disable the sound if you find it annoying, or listen rather than read if you prefer.

2 Get to Know Excel 2007: Enter Formulas

To do this tutorial, go to the tutorial called “Get to know Excel 2007: Enter formulas” (it’s the 8th on the list) and click on it. This tutorial has 3 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:

First practice session: formula-1

Second practice session: formula-2

Third practice session: formula-3

As before, the actual file names will have “.xlsx” on the end. You don’t have to type it; Excel adds it automatically. Don’t worry if you can’t see it.

3 Charts I: How to Create a Chart in Excel 2007

To do this tutorial, go to the tutorial called “Charts I: How to create a chart in Excel 2007” (it’s the first on the list) and click on it. This tutorial has 2 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:

First practice session: chart-1

Second practice session: chart-2; my-template

In the second practice session, submit the template you do in Exercise 7 (call it “my-template”). Do *not* do Exercise 8 (adding your graph to a PowerPoint Presentation). Also, the instructions in the second practice session sometimes say you can leave the chart alone, or change it. In these cases, please change it.

The actual file names will have “.xlsx” on the end. You don’t have to type it; Word adds it automatically. Don’t worry if you can’t see it.

4 Learn How to Figure Out Dates Using Formulas in Excel 2007

To do this tutorial, go to the tutorial called “Learn how to figure out dates using formulas in Excel 2007” (it’s the 10th on the list) and click on it. This tutorial has 2 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:

First practice session: date-1; in Exercise 3, please use the “14-Mar” type as the Date format

Second practice session: date-2

As before, the actual file name will have “.xlsx” on the end. You don’t have to type it; Excel adds it automatically. Don’t worry if you can’t see it.

5 What to Turn In

Please turn in all 8 files to SmartSite. Then you are done. Please remember to use the Start button to log out from the lab computers!