

Mrs. Harris EXCEL 2013— LAB EXERCISES 7

Apply Your Knowledge—Changing the Values in a Worksheet

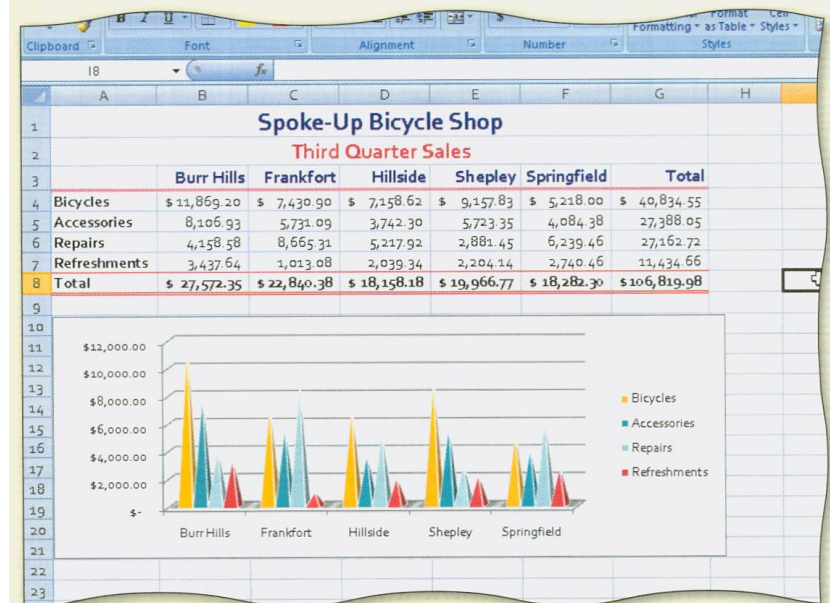
Instructions: Start Excel. Open the workbook Apply 1-1 Bicycle Shop 3rd Quarter Sales (Figure 1-99a). See the inside back cover of this book for instructions for downloading the Data Files for Students, or see your instructor for information on accessing the files required in this book.

1. Make the changes to the worksheet described in Table 1-6 so that the worksheet appears as shown in Figure 1-99b. As you edit the values in the cells containing numeric data, watch the totals in row 8, the totals in column G, and the chart change.
2. Change the worksheet title in cell A1 to the Title cell style and then merge and center it across columns A through G. Use commands in the Font group on the Home tab on the Ribbon to change the worksheet subtitle in cell A2 to 16-point Corbel red, bold font and then center it across columns A through G. Use the Accent 1 theme color (column 5, row 1 on the Font Color palette) for the red font color.
3. Include at the bottom five top bike models that are rated the best in America.
4. Write a summary reflecting the sales. What are your recommendations to each city for their sales outcome?
5. Update the document properties as a header, with your name, course number, and name for the workbook. Save the workbook using the file name Spoke-Up Bicycle Shop 3rd Quarter Sales. Submit the assignment as requested by your instructor.

Table 1-6 New Worksheet Data	
Cell	Change Cell Contents To
A1	Spoke-Up Bicycle Shop
B4	11869.2
E4	9157.83
D6	5217.92
F6	6239.46
B7	3437.64



(a) Before



(b) After

Figure 1-99

