

Project EX-1: Creating a Worksheet

In this project, you'll apply what you've learned to create a worksheet using Microsoft Excel.

Requirements: This project requires Microsoft Excel.

Project file: No file is required for this project.

1. Start Microsoft Excel.
2. Click the File tab and select Options to open the Excel Options dialog box. Use the General and Save tabs to make sure the user name and default file locations are correct. Click the OK button to save these settings if you have permission to modify them. Otherwise, click the Cancel button.
3. Enter the labels and values shown below. Adjust column widths if necessary.

	A	B	C	D	E	F
1	Phone Charges Per Roommate for February					
2	Basic Monthly Service Rate			20.44		
3	Long Distance Charges for Each Roommate:					
4			Jamesson	Coleman	Depindeau	Struthers
5			5.65	0.25	1.35	3.75
6			0.45	0.65	2.15	0.88
7			1.68	0.56	3.78	1.23
8				4.15	5.77	0.95
9				1.25		0.88
10				3.67		1.95
11						3.88
12	Total Long Distance					
13	Share of Basic Rate					
14	Total					

4. In cell C12, use the AutoSum button to calculate the sum of the cells in column C. Use a similar procedure to calculate the long distance call totals for Coleman, Depindeau, and Struthers in cells D12, E12, and F12.
5. In cell C13, create a formula to calculate Jamesson's share of the \$20.44 basic monthly service rate by dividing the contents of cell D2 by 4. Create a similar formula for each roommate in cells D13, E13, and F13.
6. In cell C14, create a formula to calculate Jamesson's share of the total phone bill by adding the contents of cell C12 to the contents of cell C13. Create a similar formula for each roommate in cells D14, E14, and F14.
7. Change the contents of Cell A1 to **Feb Phone**.
8. Use the Undo button to change the label in cell A1 back to the original wording.
9. Compare your worksheet to the one shown in the figure on the next page.

• Creating a Worksheet (continued)

The screenshot shows Microsoft Excel with the 'Formulas' ribbon selected. The worksheet contains a table with the following data:

	A	B	C	D	E	F	G	H	I	J	K	L
1	Phone Charges Per Roommate for February											
2	Basic Monthly Service Rate			20.44								
3	Long Distance Charges for Each Roommate:											
4			Jamesson	Coleman	Depindeau	Struthers						
5			5.65	0.25	1.35	3.75						
6			0.45	0.65	2.15	0.88						
7			1.68	0.56	3.78	1.23						
8				4.15	5.77	0.95						
9				1.25		0.88						
10				3.67		1.95						
11						3.88						
12	Total Long Distance		7.78	10.53	13.05	13.52						
13	Share of Basic Rate		5.11	5.11	5.11	5.11						
14	Total		12.89	15.64	18.16	18.63						
15												
16												
17												

10. Save your worksheet in your Project folder using the file name PrjEX-1 XXXXX 9999, where XXXXX is your name or student ID number and 9999 is your class section number.

11. Use one of the following options to submit your project on a USB flash drive, as a printout, or as an e-mail attachment, according to your instructor's directions:

- To submit the project on a USB flash drive, close Excel and then copy the file PrjEX-1 XXXXX 9999 from your Project folder to a USB drive. Make sure your name is on the USB drive.