Take One

Excel 2013: Working with Data

It All Adds Up

Beginning Excel Objectives
In this lesson you will:

1. Practice entering the labels and data.

2. Use the Home Ribbon to apply number formats.

3. Create a formula to calculate the retail price.

4. Use the AutoSum to calculate costs.

5. Use the AutoSum to SUM the profit.

6. Use the Home Ribbon to format cell borders.

7. Investigate options to hide and unhide data.

8. Identify and use the Cell Styles.

B7   =SUM(B2:B6)

	A	B	C	D	E	F
1	Item	Cost	Markup	Retail	Profit	
2	Apples	$ 2.50	150%	$ 3.75	$ 1.25	
3	Gift Card	$ 10.00	150%	$ 15.00	$ 5.00	
4	Basket	$ 3.75	150%	$ 5.63	$ 1.88	
5	Bow	$ 1.00	150%	$ 1.50	$ 0.50	
6	Box	$ 1.25	150%	$ 1.88	$ 0.63	
7		$ 18.50		$ 27.75	$ 9.25	
8						

Take One

Lesson 3: It All Adds Up

1. Readings
Read Lesson 3 in the Beginning Excel guide, page 49-76.

Project
A sample spreadsheet that calculates the wholesale and retail costs, and the profits.

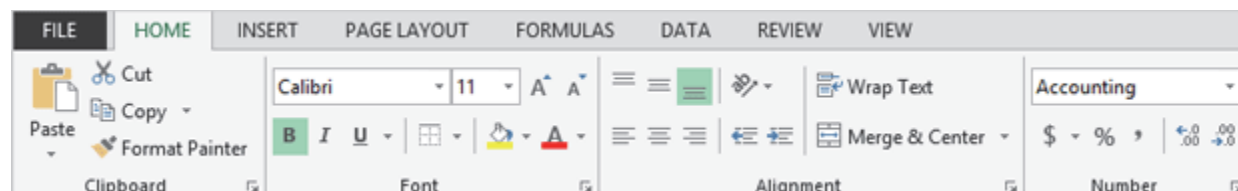**Downloads**
Charlotte's Prices.xlsx (Completed)
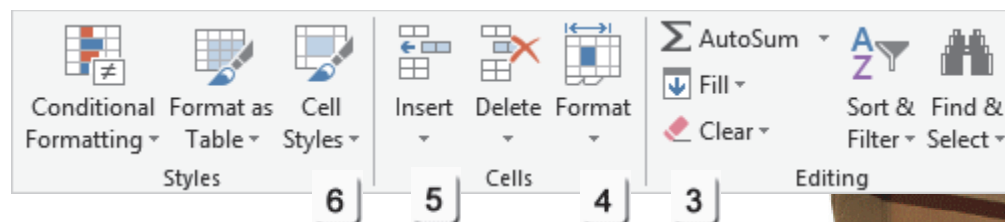
2. Practice
Complete the Practice Activity on page 77.

3. Assessment
Review the Test questions on page 78.

Home

FILE | HOME | INSERT | PAGE LAYOUT | FORMULAS | DATA | REVIEW | VIEW

Cut | Copy | Paste | Format Painter | Clipboard | Calibri | 11 | A A | B I U | Font | Wrap Text | Merge & Center | Alignment | Accounting | $ % | Number

Page Layout

Conditional Formatting | Format as Table | Cell Styles | Styles | Insert | Delete | Format | Cells | AutoSum | Fill | Clear | Sort & Filter | Find & Select | Editing

| 1 | 2 |

| 6 | 5 | 4 | 3 | 7 |

Menu Maps
This lesson demonstrates options on the **Home** Ribbon.
1. Home->Number->Accounting, page 54
2. Home->Number->Percentage, page 55
3. Home->Editing->AutoSum, page 57
4. Home->Cells->Format, page 60
5. Home->Cells->Insert, page 62
6. Home->Styles->Cell Styles, page 67
7. **File->Save, page 69**

Open for Business

When you open a business, the first thing you need to figure out is whether you are making money or losing money. You need to be able to calculate the costs and the profits. You also need to mind the store and balance the check book. In this lesson, *Open for Business*, we will use Microsoft Excel to calculate the costs. We will also learn how to format and print a spreadsheet.
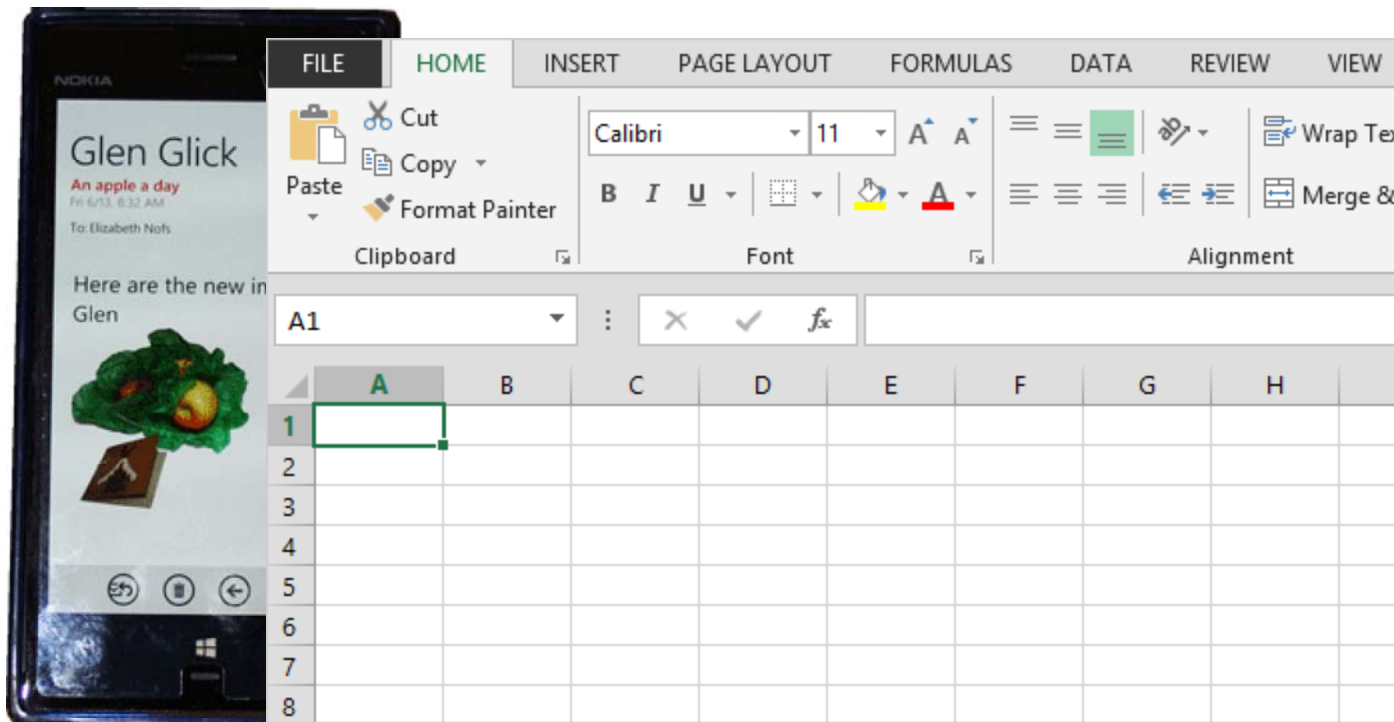
Start Microsoft Excel. When the Welcome screen appears, select a new, blank workbook.

What Do You See from the top of the screen? Is there a **Home** Ribbon? And the **Insert**, **Page Layout, Formulas, Data. Review and View** Ribbons as well? Yes.

If your screen looks like the example on this page, then you are ready to get started.

Take One

Working with Data

In this business scenario, you are an upscale farmers market: Charlotte's Website. Charlotte's sells fresh fruit and veggie baskets.
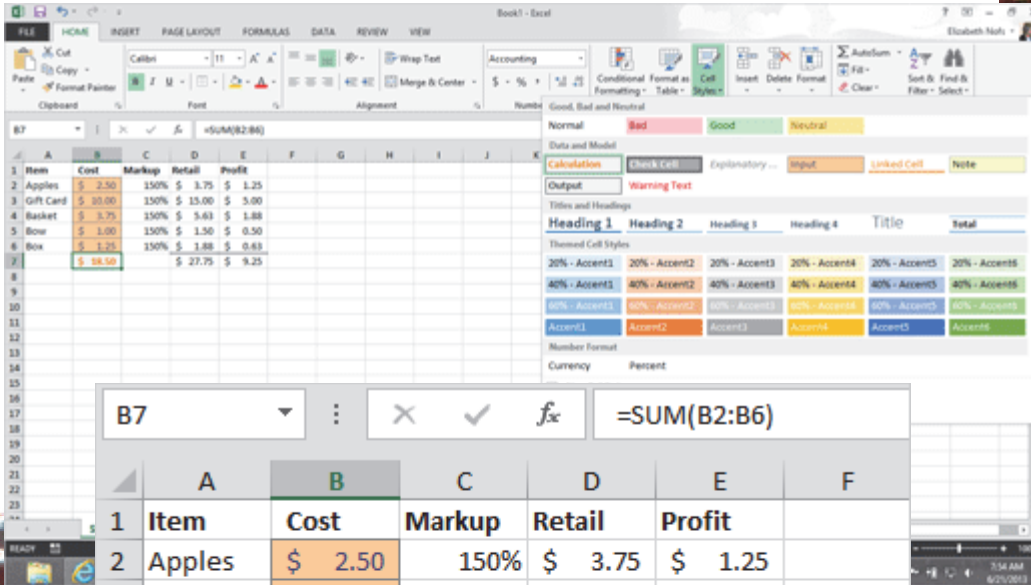
This spreadsheet will add up the cost of everything that goes into the products and determine a good price. We will also calculate whether this can be a profitable business.

All spreadsheets have three things: labels, data, and formulas.
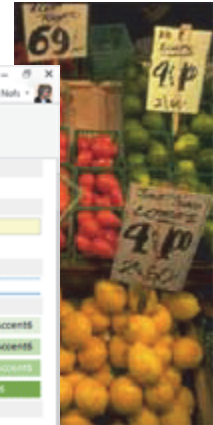
Keep going...

Example of the completed spreadsheet

B7		✕	✓	fx	=SUM(B2:B6)	
	A	**B**	**C**	**D**	**E**	**F**
1	Item	Cost	Markup	Retail	Profit	
2	Apples	$ 2.50	150%	$ 3.75	$ 1.25	
3	Gift Card	$ 10.00	150%	$ 15.00	$ 5.00	
4	Basket	$ 3.75	150%	$ 5.63	$ 1.88	
5	Bow	$ 1.00	150%	$ 1.50	$ 0.50	
6	Box	$ 1.25	150%	$ 1.88	$ 0.63	
7		$ 18.50		$ 27.75	$ 9.25	
8						

Setup the Spreadsheet

1. Try This: Start with the labels
Enter the text
Click on Cell A1, the first square in the upper left corner of the grid.
Type the following labels:
Cell A1: Item
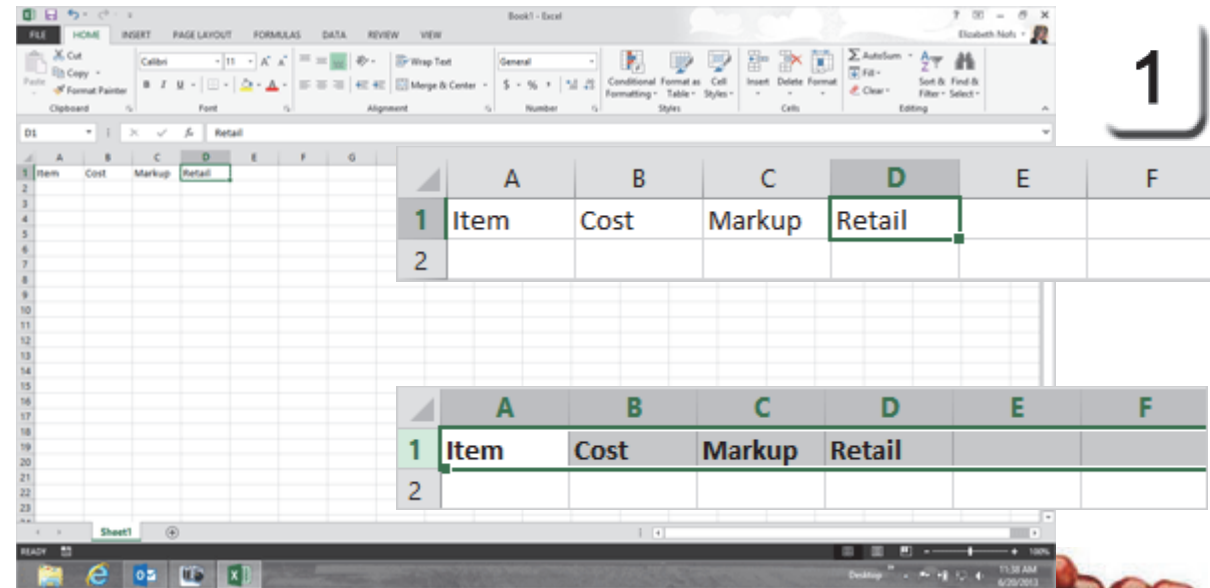Cell B1: Cost
Cell C1: Markup
Cell D1: Retail

Make the labels Bold
Select Row 1 and click on **Bold** (B) in the **Font group**.

Keep going...

Memo to Self: Did you notice that the formatting tools look a lot like the ones in Microsoft Word?

Home -> Font ->Bold

	A	B	C	D	E	F
1	Item	Cost	Markup	Retail		
2						

	A	B	C	D	E	F
1	**Item**	**Cost**	**Markup**	**Retail**		
2						

Exam 77-420 Microsoft Excel 2013
2. Create Cells and Ranges
2.2 Format Cells and Ranges: Change Font and Font Styles

Take One

Enter the Data

What goes into each basket of fruit? The items will be listed in Column A. The costs will be entered in Column B.

2. Try This: Enter the Items
Select Cell A2 and type: Apples.
Select Cell A3 and type: Basket.
Select Cell A4 and type: Bow.
Select Cell A5 and type: Box.

3. Try This, Too: Enter the Cost
Enter some sample numbers:
Cell B2: 2.50
Cell B3: 3.75
Cell B4: 1.00
Cell B5: 1.25

4. And Try This: Format the Cost
Select Column B.
Go to **Home -> Number ->Accounting.** ($) to format these numbers as dollars and cents.

Memo to self: Technically, just clicking the dollar sign ($) formats the numbers as Accounting. Accounting has a static dollar sign instead of a floating symbol.

Home -> Number ->Accounting

Exam 77-420 Microsoft Excel 2013
2. Create Cells and Ranges
2.2 Format Cells and Ranges: Apply Number Formats (Currency)

Take One

Calculate the Retail Price

The numbers you entered into Column B represent the wholesale cost. That is what Charlotte's Website paid to purchase the items that go into a fruit basket. In order to make a profit, you have to figure the retail price.

The retail price equals the wholesale cost multiplied by the percentage.

5. Try This: Format the Percentages
To start, select all of Column C, Markup.

Go to the **Home** Ribbon. Look for the **Number** Group and click on **Percentage Style** (%).

Try This, Too: Enter the Data
A standard markup percentage is 150%. Type 150 in cells C2 through C5. Excel will automatically add the % sign.

So far so good...

Memo to Self: This is a simple list of what goes into a fruit basket. In real life, you would need to list every item including shipping and handling.

Home -> Number ->Percentage Style

5

Take One

Add It All Up

So what is the retail price? The equation would be the Cost times the Markup.

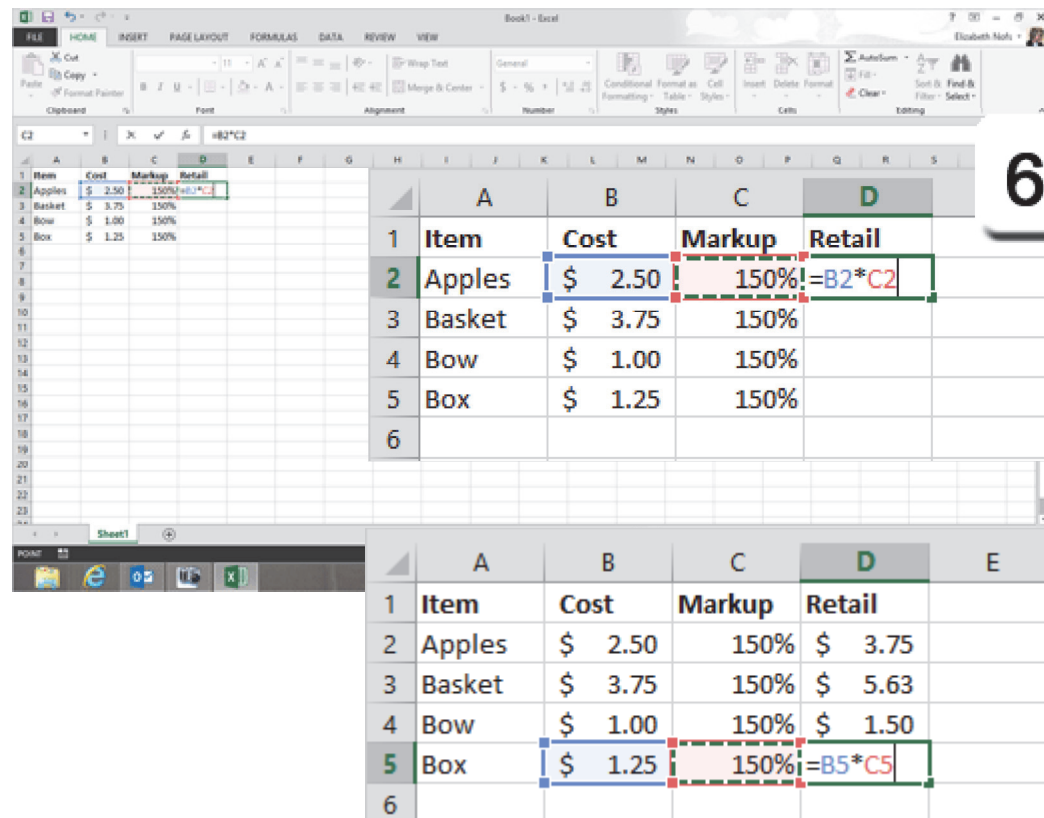**6. Calculate the Retail Price**
Click on Cell D2 to begin. Now, all equations in Excel start by entering the "=" sign. You will find it on your keyboard by the numbers row, a few buttons to the right of the 9.

The math will look like this: =B2*C2, where the multiply sign is the asterisk above the number 8 on your keyboard. You can type in the cell references for B2 and C2, or you can click on the cells.

Excel won't calculate until you leave the cell. When you are done with the equation use the Tab or Enter key on your keyboard.

The correct answer is $3.75.

Enter the formula for the other items in the fruit basket.

6

	A	B	C	D
1	Item	Cost	Markup	Retail
2	Apples	$ 2.50	150%	=B2*C2
3	Basket	$ 3.75	150%	
4	Bow	$ 1.00	150%	
5	Box	$ 1.25	150%	
6				

	A	B	C	D	E
1	Item	Cost	Markup	Retail	
2	Apples	$ 2.50	150%	$ 3.75	
3	Basket	$ 3.75	150%	$ 5.63	
4	Bow	$ 1.00	150%	$ 1.50	
5	Box	$ 1.25	150%	=B5*C5	
6					

Memo to Self: The equation is different in each row. For example, the formula in **Cell D5** would be **=B5*C5**. This is an example of a RELATIVE cell reference.

Exam 77-420 Microsoft Excel 2013
4. Apply Formulas and Functions
4.2 Summarize Data with Functions

Take One

How Much Does It Cost?

AutoSum creates the equation: =Sum(B2:B5).

In real words, that means: add up all the numbers in cell B2 through B5 for the apples, basket, bow and box.

Before You Begin: Look on the **Home** Ribbon for the **AutoSum** button. It looks like the Greek letter S, or sigma. When you roll your mouse over the toolbar, the tool tip says, "Sum."

1. Try This: Calculate the Wholesale Cost
Select Cell B6.
Go to **Home -> Editing ->AutoSum.**

The wholesale price should be $8.50.

2. Try This: Calculate the Retail Cost
Select Cell D6, and then click on the **AutoSum**.
Did you get $12.75?

Memo to Self: Click on the **Enter** key on your keyboard to finish the equation and see the results. Excel won't calculate until you leave the Cell.

Home -> Editing ->AutoSum

Exam 77-420 Microsoft Excel 2013
4. Apply Formulas and Functions
4.2 Summarize Data with Functions: Demonstrate the SUM Function

Are You Making Any Money?

Profit is what you make after you pay for the costs.
In our example, the equation is: =D2-B2.

3. Try This: Calculate the Profit
Select Cell E1 and type the label: Profit.
Select Cell E2 and enter the equation:
=D2-B2

Copy and paste that equation into Cells E3 through E5.

4. Add This, Too: Sum up the Profit
Select Cell E6.
Go to **AutoSum.**

What Do You See? For each fruit basket that you sell, there is a profit of $4.25.
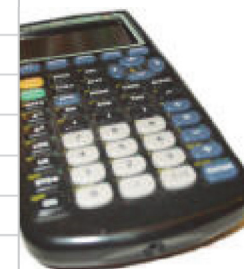
Keep going...

SUM | f_x =D2-B2

	A	B	C	D	E	F
1	Item	Cost	Markup	Retail	Profit	
2	Apples	$ 2.50	150%	$ 3.75	=D2-B2	
3	Basket	$ 3.75	150%	$ 5.63		
4	Bow	$ 1.00	150%	$ 1.50		
5	Box	$ 1.25	150%	$ 1.88		
6		$ 8.50		$ 12.75		
7						

3

E6 | f_x =SUM(E2:E5)

	A	B	C	D	E	F
1	Item	Cost	Markup	Retail	Profit	
2	Apples	$ 2.50	150%	$ 3.75	$ 1.25	
3	Basket	$ 3.75	150%	$ 5.63	$ 1.88	
4	Bow	$ 1.00	150%	$ 1.50	$ 0.50	
5	Box	$ 1.25	150%	$ 1.88	$ 0.63	
6		$ 8.50		$ 12.75	$ 4.25	
7						

4

Exam 77-420 Microsoft Excel 2013
4. Apply Formulas and Functions
4.2 Summarize Data with Functions: Demonstrate the SUM Function

Take One

Finishing Up

A **Top Border** tells anyone who reads this spreadsheet that the sums are calculated at the bottom of the column. It's a 'math thing' that folks know.

5. Try it: Format the Cell Borders
Select: Cell B6.
Go to **Home-> Font ->Borders**.
Select **Top Border**.

Add a **Top Border** to Cells D6 and E6, too.

Done and Done.

5

	A	B	C	D	
1	Item	Cost	Markup	Reta	
2	Apples	$ 2.50	150%	$	
3	Basket	$ 3.75	150%	$	
4	Bow	$ 1.00	150%	$	
5	Box	$ 1.25	150%	$	
6		$ 8.50		$ 1	
7					

Borders
- Bottom Border
- Top Border
- Left Border
- Right Border
- No Border
- All Borders
- Outside Borders
- Thick Box Border
- Bottom Double Border

Exam 77-420 Microsoft Excel 2013
2. Create Cells and Ranges
2.2 Format Cells and Ranges: Change Font and Font Styles (Borders)

Take One

Format the Columns and Rows

It's a good price sheet, but there are some columns and rows that should be private: this is "company business." Is there a way to **hide** the information that you don't want your customers to see? Yes.

1. Try it: Hide the Column
Select Columns B and C.
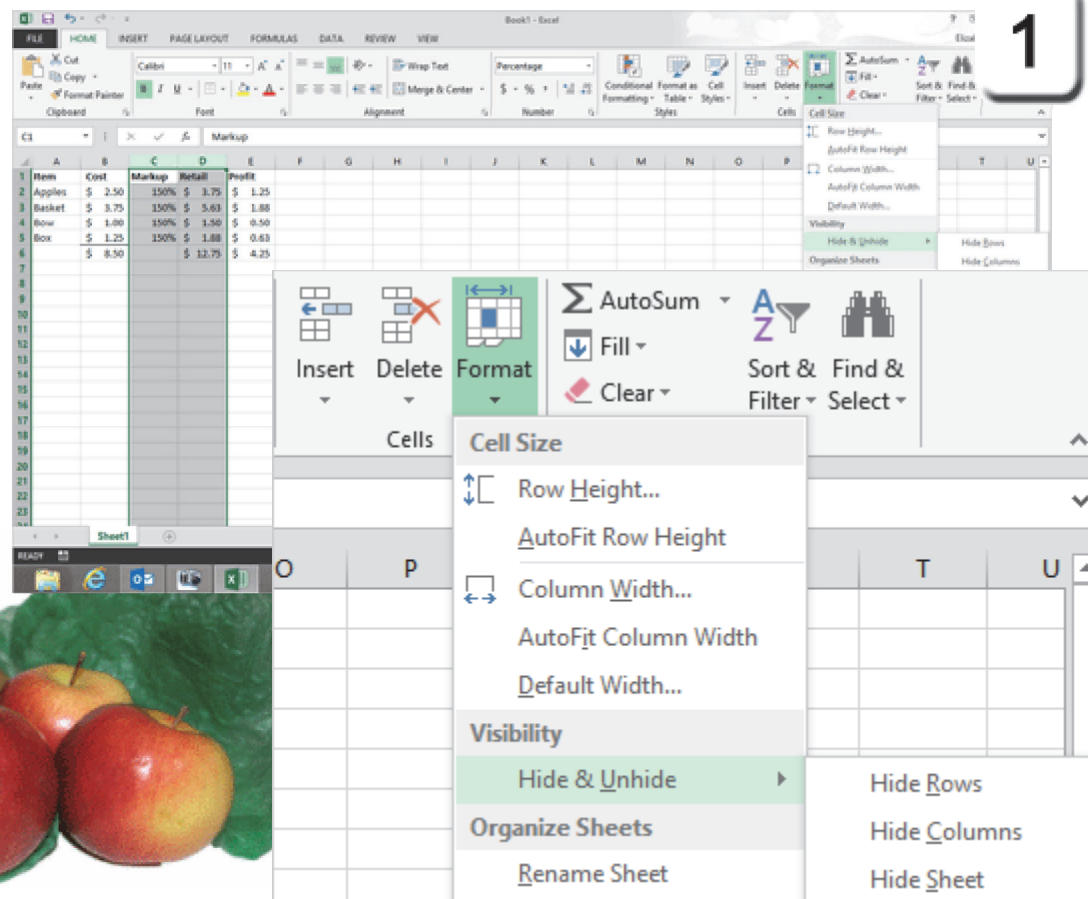Go **Home**->**Cells-> Format**-> **Hide & Unhide.**
Click on **Hide Columns**.

Keep going...

1

Exam 77-420 Microsoft Excel 2013
1. Create and Manage Worksheets and Workbooks
1.4 Customize Options and Views For Worksheets and Workbooks: Hide Columns and Rows

Hide & Unhide the Column

2. What Do You See? The image at the top of the screen has two hidden Columns. How can you tell? Look at the letters at the top of the Columns. Do you see: A, D, E and F? The hidden Columns are B and C.

There is a new, but subtle, clue that some Columns are hidden. Look carefully at the Column letters on Step 2. The border between the Columns is a double line (not single) when there are hidden Columns.
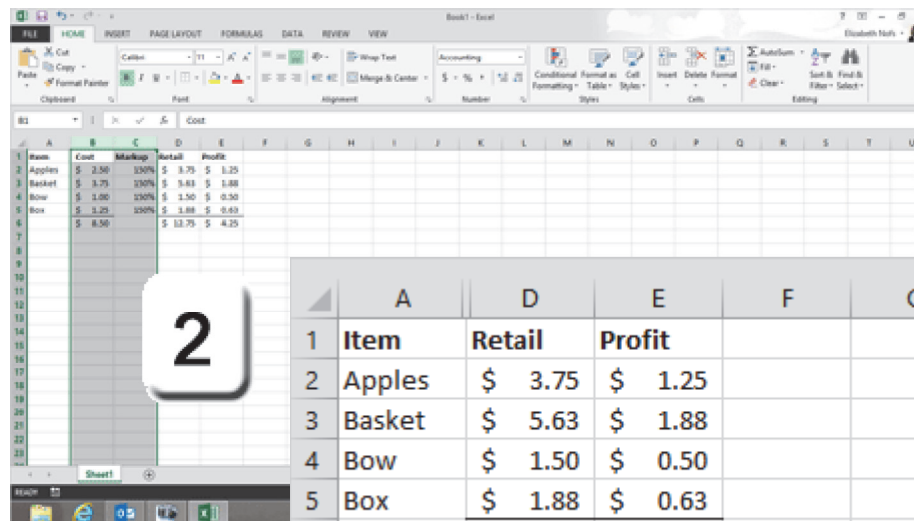
3. Try it: Unhide the Columns
Here are the steps you can take to show the hidden columns.
Select Columns A through E.
Go to **Home**->**Cells->Format->Hide & Unhide.**
Click on **Unhide Columns**.

What Do You See, Now? All of the columns, including the hidden ones, Column B and C, should be visible.

2

◢	A	D	E	F	G
1	Item	Retail	Profit		
2	Apples	$ 3.75	$ 1.25		
3	Basket	$ 5.63	$ 1.88		
4	Bow	$ 1.50	$ 0.50		
5	Box	$ 1.88	$ 0.63		
6		$ 12.75	$ 4.25		

3

◢	A	B	C	D	E
1	Item	Cost	Markup	Retail	Profit
2	Apples	$ 2.50	150%	$ 3.75	$ 1.25
3	Basket	$ 3.75	150%	$ 5.63	$ 1.88
4	Bow	$ 1.00	150%	$ 1.50	$ 0.50
5	Box	$ 1.25	150%	$ 1.88	$ 0.63
6		$ 8.50		$ 12.75	$ 4.25

Exam 77-420 Microsoft Excel 2013
1. Create and Manage Worksheets and Workbooks
1.4 Customize Options and Views for Worksheets and Workbooks: Hide Columns and Rows

Take One

Insert a Row

You can **Hide** and **Unhide** the Rows as well. This little example shows you how.

1. Try This: Insert a Blank Row
Select Row 3.
Go to **Home-> Cells-> Insert**.
Click on **Insert Sheet Rows**.

What Do You See? A new, blank Row 3 has been inserted between Row 2 and Row 4.

Keep going...

Exam 77-420 Microsoft Excel 2013
1. Create and Manage Worksheets and Workbooks
1.3 Format Worksheets and Workbooks: Insert and Delete Columns and Rows

Take One

Format the Rows
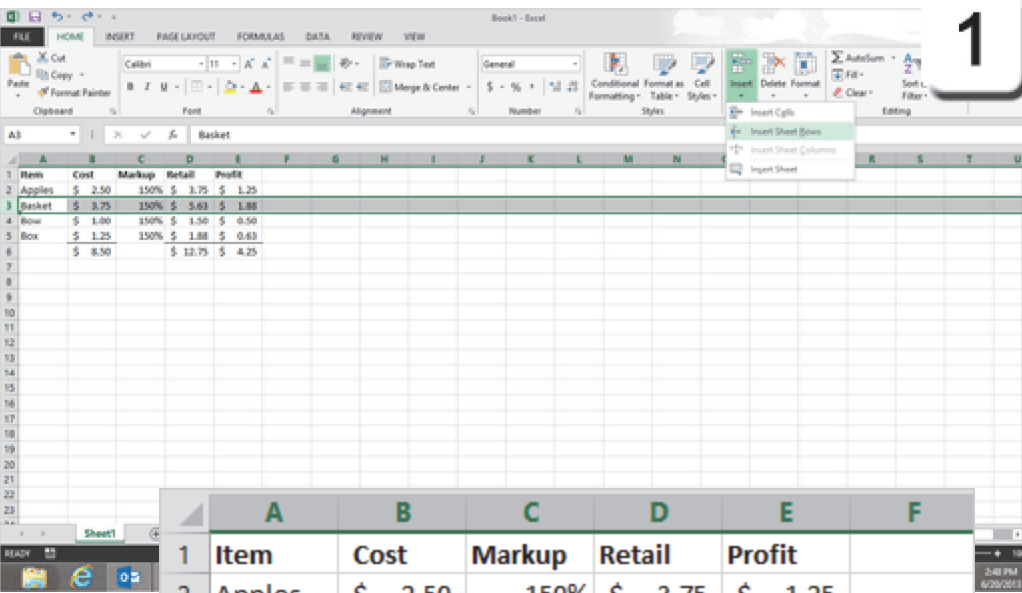
2. Look Again: Review the Options
When you insert a new Row, Excel may prompt you with a **Format Painter**. It looks like a little yellow paint brush.

When you click on the option arrow you will see:
Format Same As Above
Format Same As Below
Clear Formatting

Format Same As Above means that the cells in the new Row will inherit the formatting of the cells above them. For example, Cell B3 will be formatted for Currency. Cell C3 will be formatted for Percentage.

OK, Do This:Format the Rows
Select: **Format Same as Above.**

3. Try This: Add Sample Data
Enter the following data in Row 3:
In Cell A3 type: Gift Card
In Cell B3 type: 10
In Cell C3 type: 150
Microsoft Excel will add the number formatting.

Keep going...

Home -> Cells-> Insert ->Insert Sheet Rows

	A	B	C	D	E	F
1	Item	Cost	Markup	Retail	Profit	
2	Apples	$ 2.50	150%	$ 3.75	$ 1.25	
3						
4	et	$ 3.75	150%	$ 5.63	$ 1.88	
5	⊙ Format Same As Above			% $ 1.50	$ 0.50	
6	○ Format Same As Below			% $ 1.88	$ 0.63	
7	○ Clear Formatting			$ 12.75	$ 4.25	
8						

	A	B	C	D	E	F
1	Item	Cost	Markup	Retail	Profit	
2	Apples	$ 2.50	150%	$ 3.75	$ 1.25	
3	Gift Card	$ 10.00	150%			
4	Basket	$ 3.75	150%	$ 5.63	$ 1.88	

Exam 77-420 Microsoft Excel 2013
2. Create Cells and Ranges
2.2 Format Cells and Ranges: Use the Format Painter

Take One

Hide and Unhide the Rows

4. Try it: Hide the Row
Select Row 3.
Go to **Home->Cells->Format ->Hide & Unhide.**
Click on **Hide Rows**.

Look at the Row numbers. Do you see: 1, 2, 4 and 5?
Row 3 is hidden.

Try This, Too: Unhide the Row
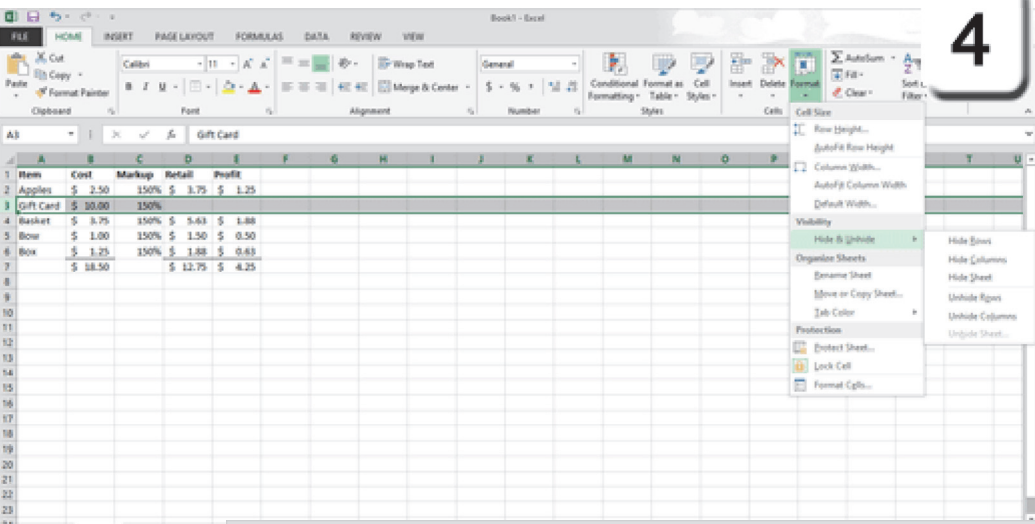To see Row 3 again, select Rows 2 through 4
Go to **Home ->Cells-> Format ->Hide & Unhide.**
Click on **Unhide Rows.**

What Do You See, Now? All of the Rows, including the hidden one, should be visible.

	A	B	C	D	E	F
1	Item	Cost	Markup	Retail	Profit	
2	Apples	$ 2.50	150%	$ 3.75	$ 1.25	
4	Basket	$ 3.75	150%	$ 5.63	$ 1.88	
5	Bow	$ 1.00	150%	$ 1.50	$ 0.50	
6	Box	$ 1.25	150%	$ 1.88	$ 0.63	
7		$ 18.50		$ 12.75	$ 4.25	
8						

Exam 77-420 Microsoft Excel 2013
1. Create and Manage Worksheets and Workbooks
1.4 Customize Options and Views for Worksheets and Workbooks: Hide Columns and Rows

Take One

Another Way to Format the Cells

You can format the Rows and Columns with your mouse as well as with the Ribbons.

Try This: Use the Right-Click Menu
Select Rows 2 through Row 4.
Right Click Rows 2 through Row 4.

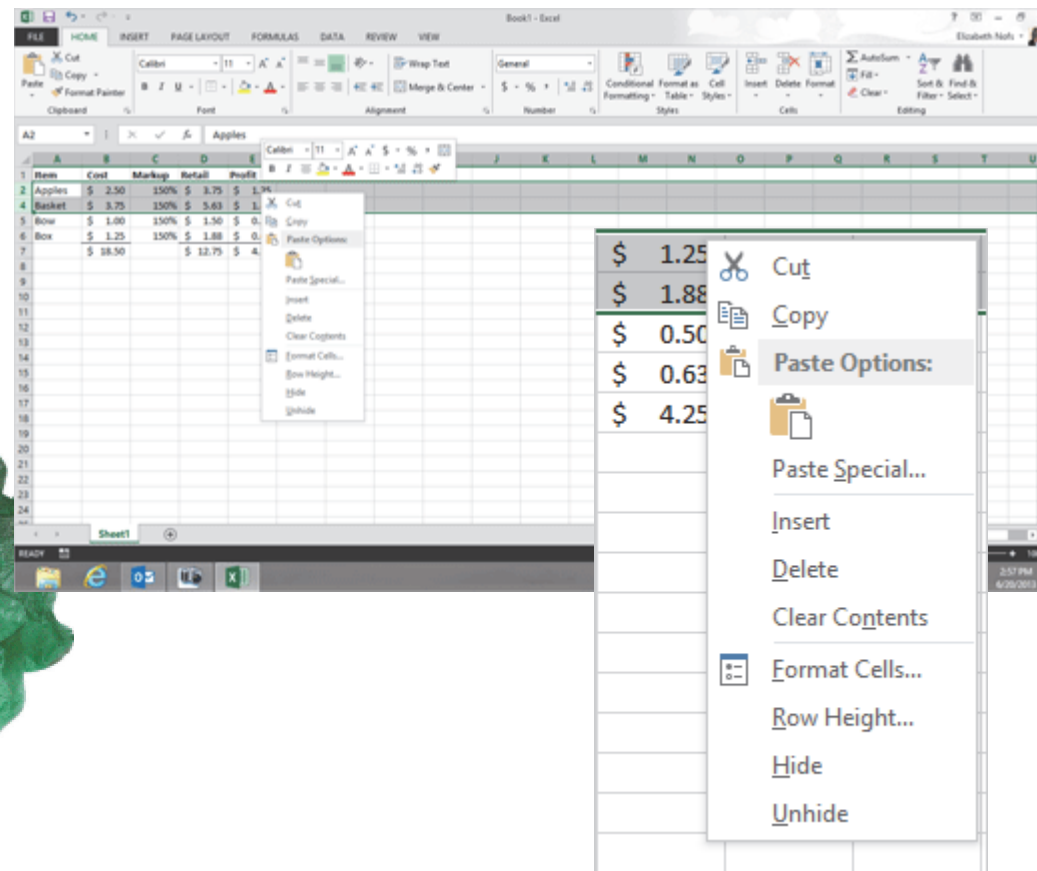**What Do You See?** The options available on the Right Click menu include:
Cut
Copy

Paste Options
Paste Special...
Insert
Delete
Clear Contents
Format Cells...
Row Height...
Hide
Unhide.

Right Click Options

Exam 77-420 Microsoft Excel 2013
1. Create and Manage Worksheets and Workbooks
1.4 Customize Options and Views for Worksheets and Workbooks: Hide Columns and Rows

Take One

Fill in the Formulas

There are two equations that need to be added to this price sheet.

1. Try it: Calculate the Retail
Select Cell D3.
Type: =B3*C3

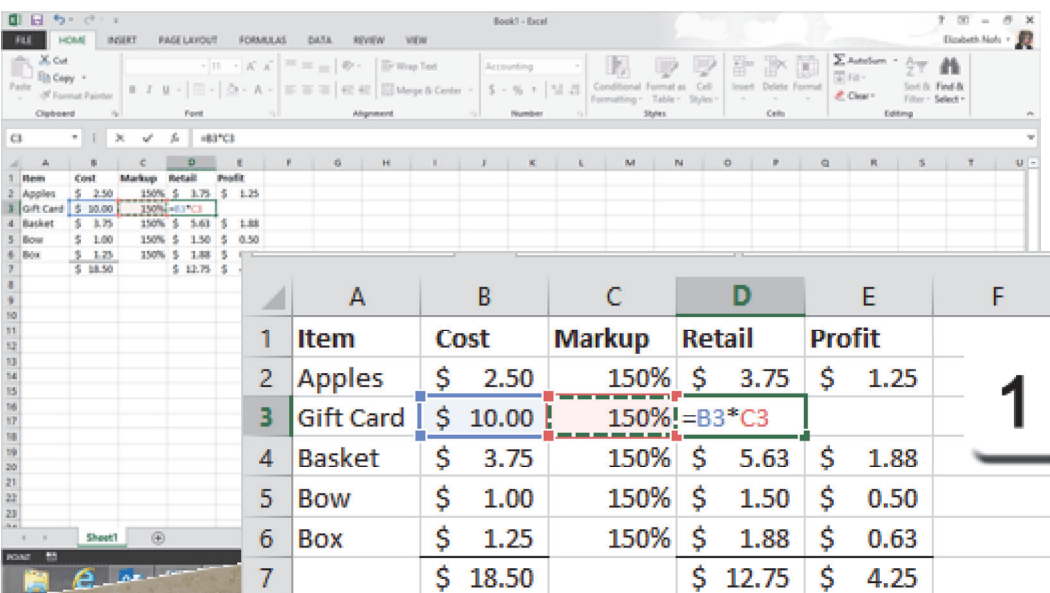**2. Try This: Calculate the Profit**
Select Cell E3.
Type: =D3-B3.

Click ENTER on the keyboard.
You should see an answer: $5.00.

Profit is good!

Memo to Self: All good equations start with the equals sign (=).

	A	B	C	D	E	F
1	Item	Cost	Markup	Retail	Profit	
2	Apples	$ 2.50	150%	$ 3.75	$ 1.25	
3	Gift Card	$ 10.00	150%	=B3*C3		
4	Basket	$ 3.75	150%	$ 5.63	$ 1.88	
5	Bow	$ 1.00	150%	$ 1.50	$ 0.50	
6	Box	$ 1.25	150%	$ 1.88	$ 0.63	
7		$ 18.50		$ 12.75	$ 4.25	

1

	A	B	C	D	E	F
1	Item	Cost	Markup	Retail	Profit	
2	Apples	$ 2.50	150%	$ 3.75	$ 1.25	
3	Gift Card	$ 10.00	150%	$ 15.00	=D3-B3	
4	Basket	$ 3.75	150%	$ 5.63	$ 1.88	
5	Bow	$ 1.00	150%	$ 1.50	$ 0.50	
6	Box	$ 1.25	150%	$ 1.88	$ 0.63	
7		$ 18.50		$ 27.75	$ 4.25	

2

Exam 77-420 Microsoft Excel 2013
4. Apply Formulas and Functions
4.2 Summarize Data with Functions (Multiply, Subtract)

Take One

Find the Cell Styles

Microsoft Excel has a rich gallery of **Cell Styles**. The Cell Styles format the Text, Cell Color and Borders. The Cell Styles can be found on the Home Ribbon. Let's take a look.

1. Try it: Apply Cell Styles
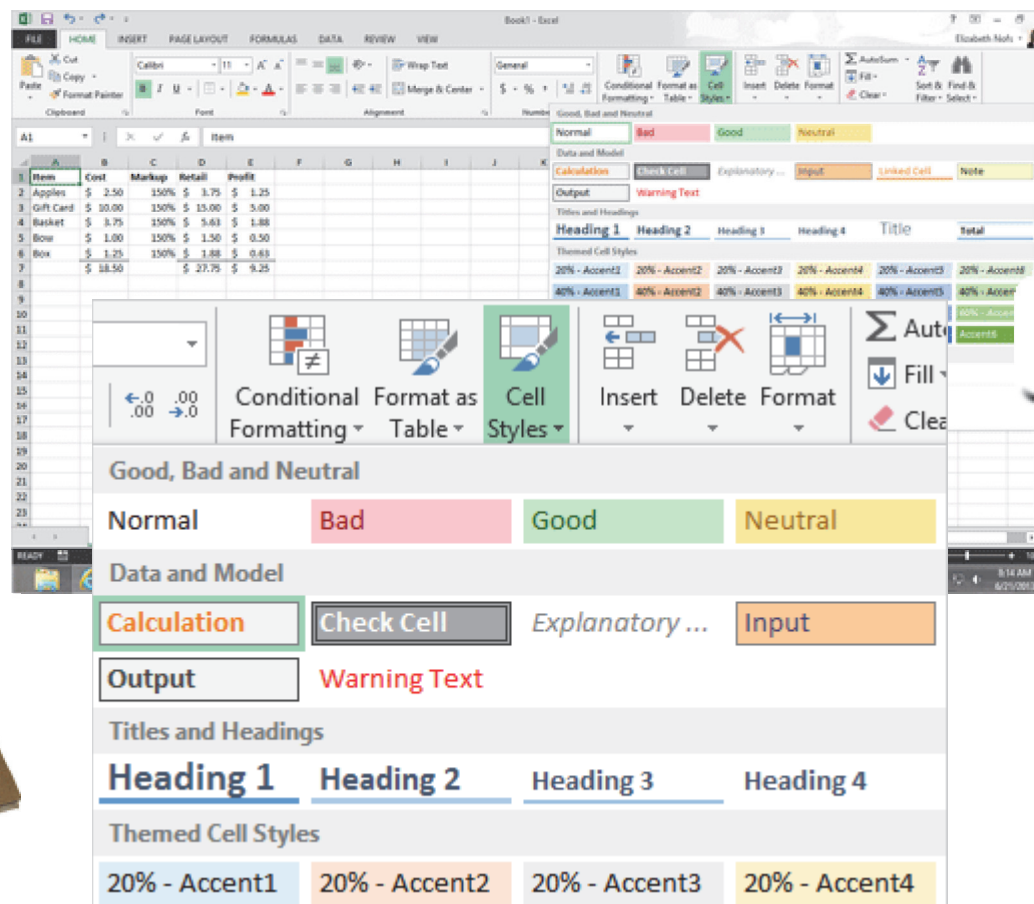The little price sheet is still open.
Go to **Home->Styles->Cell Styles**.

What Do You See? The Cell Styles include:
Good, Bad, Neutral
Data and Model
Titles and Headings
Themed Cell Styles
Number Format

Keep going...

Home -> Styles-> Cell Styles

Exam 77-420 Microsoft Excel 2013
2. Create Cells and Ranges
2.2 Format Cells and Ranges: Apply Cell Styles

Take One

Use the Cell Styles

Say you wanted to use this little price sheet for data entry. You can format the Cell Styles to show which Cells are for Input and which ones are Calculated (no data entry).

2. Try it: Apply a Cell Style
Select Cells B2 through B6.
Go to **Home->Styles->Cell Styles**.
Select a Style: Input.

And Try This: Apply a Different Cell Style
Select Cell B7.
Go to **Home->Styles->Cell Styles**.
Select a Style: Calculation.

What Do You See? The Cells are formatted differently giving your users strong visual clues.

That works.

Home -> Styles->Cell Styles

B7			✗	✓	ƒx	=SUM(B2:B6)

	A	B	C	D	E	F
1	Item	Cost	Markup	Retail	Profit	
2	Apples	$ 2.50	150%	$ 3.75	$ 1.25	
3	Gift Card	$ 10.00	150%	$ 15.00	$ 5.00	
4	Basket	$ 3.75	150%	$ 5.63	$ 1.88	
5	Bow	$ 1.00	150%	$ 1.50	$ 0.50	
6	Box	$ 1.25	150%	$ 1.88	$ 0.63	
7		$ 18.50		$ 27.75	$ 9.25	
8						

Exam 77-420 Microsoft Excel 2013
2. Create Cells and Ranges
2.2 Format Cells and Ranges: Apply Cell Styles

Take One

Save Your Work

This is a good time to **Save** your work.

Microsoft Excel 2007, 2010 and 2013 have a different file format than previous versions of Excel. This lesson will show how to use the Save options to create versions of your work that are backwards compatible.

What Do You See? At the top of the screen you might see Book1-Microsoft Excel.

New spreadsheets are named Book1. That is the clue that they are NOT saved.

Keep going...

Memo to Self: It may say Book2, 3 or whatever depending on how many spreadsheets you opened. That is OK.

Microsoft Excel: Book1

Exam 77-420 Microsoft Excel 2013
1. Create and Manage Worksheets and Workbooks
1.5 Configure Worksheets and Workbooks to Print or Save

Beginning Microsoft Excel 2013   Page 69 of 218

Save a Spreadsheet

There are three parts to saving a file:
1. Where are you saving it?
2. What are you naming it?
3. What are you doing? SAVE!

These are the steps to save your work and find a folder to keep it in.

1. Try This: Save a Spreadsheet
Go to **File ->Save**.

Keep going...

Save or Save As? Both options take you to the same window. You can use Save As to create a different version of a file if you wish. We will look at an example in a couple of pages.

Memo to Self: You can go back to the spreadsheet by clicking on the left arrow at the top of the options list if you wish.

Exam 77-420 Microsoft Excel 2013
1. Create and Manage Worksheets and Workbooks
1.5 Configure Worksheets and Workbooks to Print or Save

Where Are You Saving It?

There are several places you can choose to save your work. Each place has benefits as well as considerations.

The OneDrive is a virtual drive online: a folder on Microsoft's server somewhere in cyberspace. We will Save to the OneDrive later in the Intermediate lesson: Excel Online.

This lesson will save the spreadsheet to the **Documents** folder on your computer.

2. Try This: Save to the Computer
Select **Computer**.

What Do You See? You should see the Documents Folder. It is one of the Libraries in the Favorites Folder on your computer.

Keep going...

Exam 77-420 Microsoft Excel 2013
1. Create and Manage Worksheets and Workbooks
1.5 Configure Worksheets and Workbooks to Print or Save

Save: What Are You Naming It?

3. Try This: Name the File
Type the File Name: Charlotte's Prices

What Do You See? The new file type in Microsoft Excel 2007, 2010 and 2013 is the **xlsx** format.
The **.xlsx** format looks like a Excel spreadsheet, but it is the new international Open Office standard.

So....What Are You Doing?
Click on **Save**.

Save   **Cancel**

When you click **Save**, your file will be named, date stamped, and stored in the Documents folder.

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1. Create and Manage Worksheets and Workbooks
1.5 Configure Worksheets and Workbooks to Print or Save

Take One

Save As Office 97-2003

When you save a new spreadsheet in Microsoft Excel 2007, 2010 or 2013, you should be aware that this is a new file format and that companies with an older version of Microsoft Excel might not be able to open or edit it.

Here are the steps to save a copy of this spreadsheet in the Excel 97-2003 file format.

Try it: Save As Previous Version
Go to **File ->Save As.**
1. Where Are You Saving It?
You can use the Documents folder if you wish.

2. What Are You Naming It?
Type the File Name: Price List 97-2003 EAN, where EAN are your initials.

Select a different file **Type**: Microsoft Excel 97-2003. This is the file type that is compatible with most businesses, schools and government departments.

3. What Are You Doing?
Click on **Save.**

Keep going...

File->Save As

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1. Create and Manage Worksheets and Workbooks
1.5 Configure Worksheets and Workbooks to Print or Save: Maintain Backward Compatibility
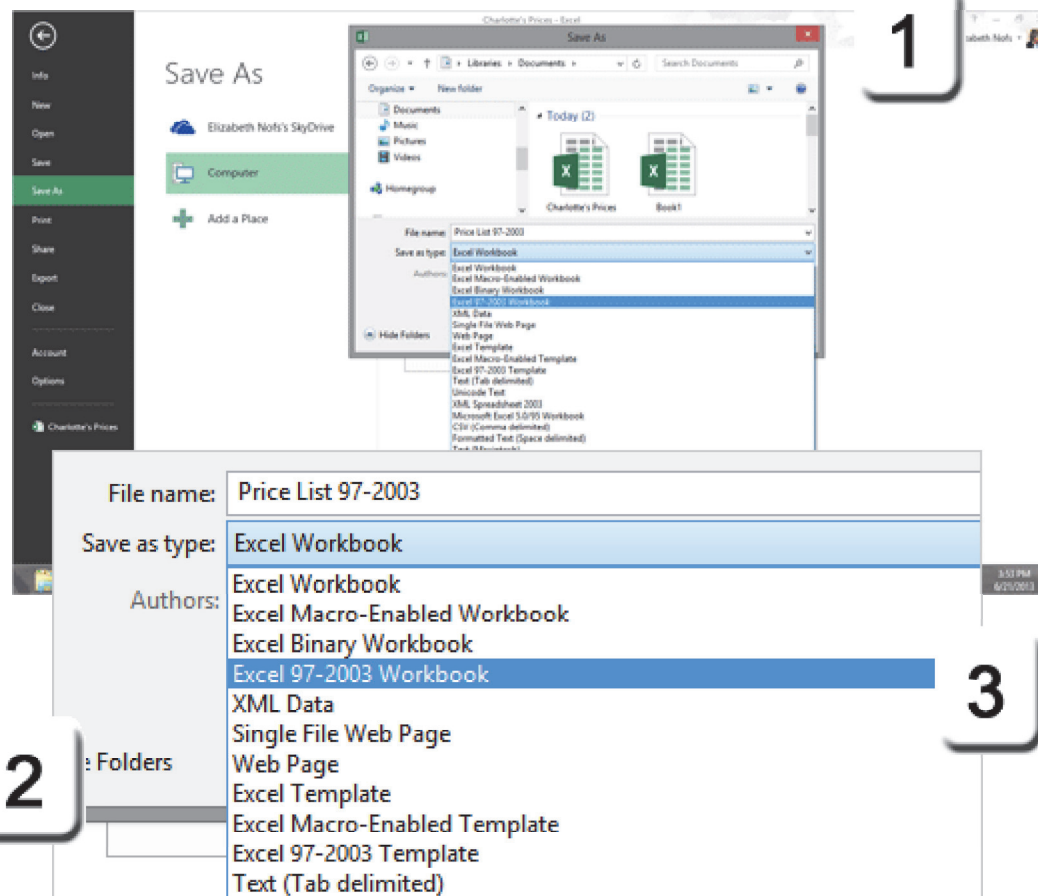
Take One

Save As Office 97-2003

4. And What's This? Meet the Compatibility Checker
The Compatibility Checker pops up when you save a file to the previous version. This checker scans your file and determines which features won't work in the previous version of Excel. Old software doesn't have all of the tools as new software.

Our spreadsheet uses Cell Styles, which are not available in Excel 97-2003. So, the numbers and their formatting (currency, percent) will still be saved, but not the colorful Style formatting. No data is lost.

3. Finally, Do This: Continue
Click **Continue** to finish and **Save.**

Again, when you click on **Save**, your file will be named, date stamped, and stored in the Documents folder**.**

File->Save As

Microsoft Excel - Compatibility Checker

The following features in this workbook are not supported by earlier versions of Excel. These features may be lost or degraded when you save this workbook in the currently selected file format. Click Continue to save the workbook anyway. To keep all of your features, click Cancel and then save the file in one of the new file formats.

Summary	Occurrences
Minor loss of fidelity	⚠
Some cells or styles in this workbook contain formatting that is not supported by the selected file format. These formats will be converted to the closest format available.	2 Help Excel 97-2003

☑ Check compatibility when saving this workbook.

Copy to New Sheet   Continue   Cancel

Exam 77-420 Microsoft Excel 2013
1. Create and Manage Worksheets and Workbooks
1.5 Configure Worksheets and Workbooks to Print or Save: Maintain Backward Compatibility

Take One

Where Did You Save It?

By default, Microsoft Office saves files in the Documents folder. You can change the default location if you wish. This option can be found under the **File** menu in the new **Backstage**.

Try This: Find the Default Location for Saving Your Spreadsheets
Go to **File ->Options**.
Select the category: **Save**.

What Do You See? You can use the **Browse** button to find and select a different folder to be the default location when you Save a file.

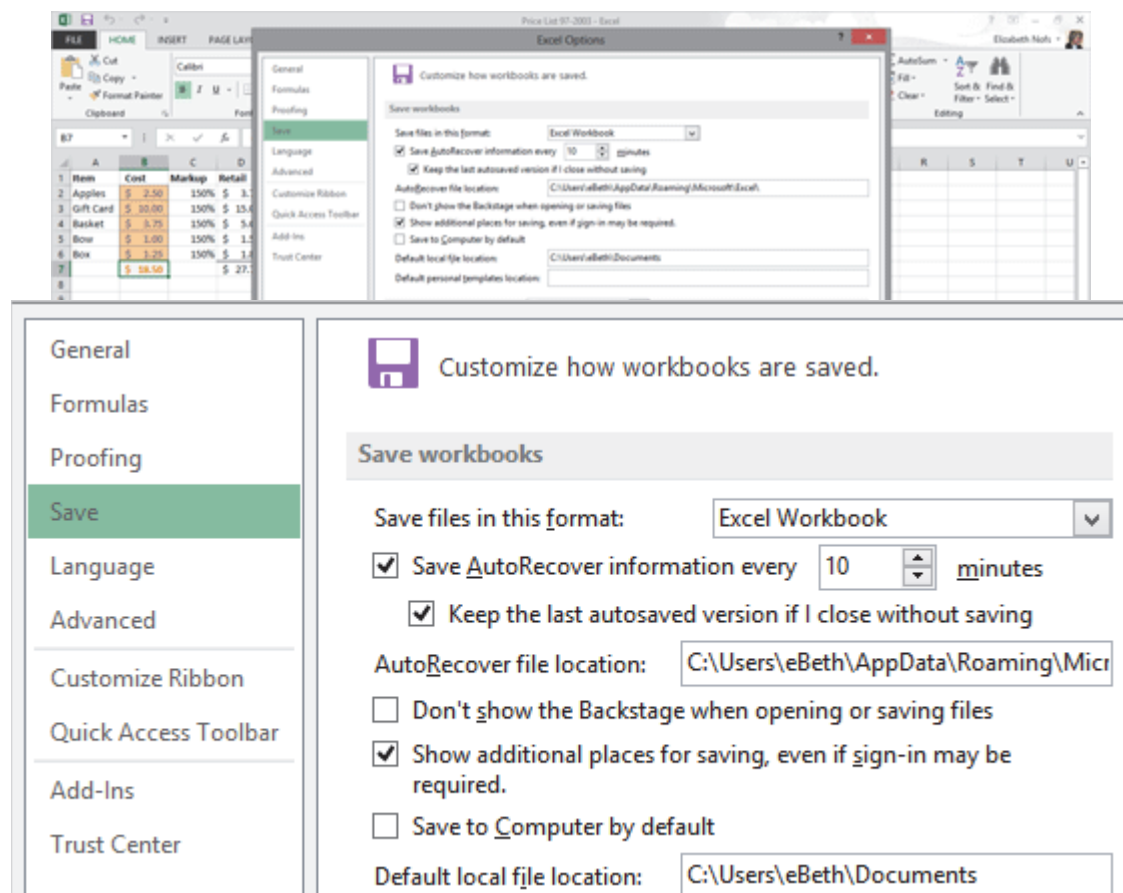**What Else Do You See?** The AutoRecover saves your work every 10 minutes. By default, Microsoft Excel keeps the last **autosaved** version, even if you close without saving.

Please **OK** to close the Excel Options.

File -> Options ->Save

General	Customize how workbooks are saved.
Formulas	
Proofing	**Save workbooks**
Save	Save files in this format: Excel Workbook
Language	☑ Save AutoRecover information every 10 minutes
Advanced	☑ Keep the last autosaved version if I close without saving
Customize Ribbon	AutoRecover file location: C:\Users\eBeth\AppData\Roaming\Micr
Quick Access Toolbar	☐ Don't show the Backstage when opening or saving files
Add-Ins	☑ Show additional places for saving, even if sign-in may be required.
Trust Center	☐ Save to Computer by default
	Default local file location: C:\Users\eBeth\Documents

Exam 77-420 Microsoft Excel 2013
1. Create and Manage Worksheets and Workbooks
1.5 Configure Worksheets and Workbooks to Print or Save: Save Options

Take One

Completed speadsheet in Microsoft Excel

Summary

This lesson introduced the basic steps needed to create a price sheet: Labels, Data and Formulas. The lesson also reviewed the formatting options on the Home Ribbon, including the AutoSum.

This lesson also walked through the steps for saving a spreadsheet in the new Excel format as well as in the legacy Office 97-2003 format. It is important to be aware that many offices have not upgraded to Microsoft Office 2007, 2010, or 2013 yet.

Well, you done good.
Go get a cookie and I will see you on the flip side.

	A	B	C	D	E	F
1	Item	Cost	Markup	Retail	Profit	
2	Apples	$ 2.50	150%	$ 3.75	$ 1.25	
3	Gift Card	$ 10.00	150%	$ 15.00	$ 5.00	
4	Basket	$ 3.75	150%	$ 5.63	$ 1.88	
5	Bow	$ 1.00	150%	$ 1.50	$ 0.50	
6	Box	$ 1.25	150%	$ 1.88	$ 0.63	
7		$ 18.50		$ 27.75	$ 9.25	
8						

B7 =SUM(B2:B6)

Practice Activities

Lesson 3: It All Adds Up

Before You Begin: Start Microsoft Excel 2013. When the Welcome screen appears, open a new, blank spreadsheet.

Try This: Do the following steps

1. Enter the following data into your spreadsheet.

	A	B	C	D	E
1	Item	Cost	Mark Up	Retail	Profit
2	Mugs	2.00	150%		
3	T-Shirts	5.00	150%		
4	Balloons	0.50	150%		
5	Hats	3.50	150%		
6	Sweatshirts	8.00	150%		
7	Tote Bags	10.00	150%		

2. Enter the following formula in Cell D2 =B2*C2
3. Copy and paste the formula into the rest of Column D
4. Enter the following formula inCell E2 =D2-B2
5. Copy and paste the formula into the rest of Column E
6. Use the AutoSum tool to find the Sum of the Profit Column
7. Select the area of the spreadsheet with Data and apply Cell Style Neutral
8. Insert a blank row between T-Shirts and Balloons. Add the following information: Children's Shirts, cost $3.00, mark up 150%
9. Copy and Paste the retail and profit formulas in the row for Children's Shirts
11. Format the data labels in Row A to be Bold and 14 point font
12. Format the Column for Mark Up to be Percentage.
13. Correct the numbers in the Mark Up column to read 150% (not 15000%)
14. Format the Cost, Retail and Profit columns to be Accounting.
15. Change the mark up on T-Shirts, Sweatshirts, and Children's T-Shirts to be 125%
Save your work as Excel Practice Activity 1

Test Yourself

1. All equations in Excel begin with the equals sign =
a. True
b. False
Tip: Beginning Excel, page 56

2. Excel won't calculate a formula until you leave the cell.
a. True
b. False
Tip: Beginning Excel, page 56

3. Which of the following is available when you right-click a selected row? (Select all correct answers.)
a. Insert
b. Delete
c. Clear Contents
d. Hide
Tip: Beginning Excel, page 65

4. Cell Styles format which of the following? (Select all correct answers.)
a. Text
b. Cell color
c. Cell border
Tip: Beginning Excel, page 67

5. What is the default name for an unsaved Excel spreadsheet?
a. Book1
b. Document 1
c. Excel 1
d. Spreadsheet 1
Tip: Beginning Excel, page 69

6. What would you use the Save As command for?
(Select all correct answers.)
a. Save the file in the 97-2003 format
b. Save the file with a different file name
Tip: Beginning Excel, pages 71, 73

7. Which one of these formulas is written correctly?
a. =B2*C2
b. B2*C2
c. B*C2
d. B*C
Tip: Beginning Excel, pages 56, 57