Computer Technology
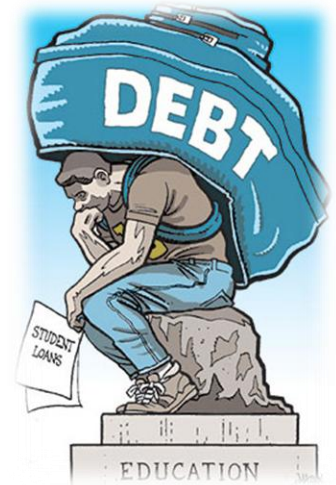## *Microsoft Excel 2010*
Lesson 5

Lesson 5:

In this lesson you will master the following concepts in Excel:

- Cell formatting
- Calculate formulas
- Advanced Sort
- Filter
- Queries

Pull up Lesson 5 Starter

Part 1

1. Review:
   a. Add a header with your name on the left , File name in the middle, and Lesson # on the right.
   b. Change your view back to normal.
   c. Highlight cells A1-J1. Merge and center.
   d. Highlight cells A2-J2. Merge and center.
   e. Change the font size of A1 to 18 and A2 to 12.
   f. Change the font of both rows to the readable font of your choice.
   g. Add gradient shading on A3-J3.
   h. Highlight A3-J3. Wrap the text. Underline and center it. Middle align it as well.
   i. Autofit the text in column A so all names can be read.
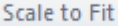2. Cell Formatting
   a. Highlight Column B. Go to Format Cells and change the formatting to Number>Special>Social Security Number
   b. Highlight Column C. Go to Format Cells and change the formatting to Number>Special>Phone Number
   c. Highlight Column D. Go to Format cells and change the formatting to Number>Custom> and erase "general" and type in ##-####
   d. Highlight Column E. Click on the $ button to change the formatting to dollars.
      i. If you see a cell that says ######### that means you need to widen the column!
   e. Highlight Column F. Change the date format to 03/14/01. Resize the column.
   f. Highlight Column G and change it to dollar format. Do the same for Column I, even though there is nothing typed in those columns yet.
3. Calculating Formulas
   a. Put your cursor in G4. You will now enter a **formula** to solve how much the minimum due is. The student has 10 years to pay off their debt, 12 months a year. Enter the following formula: **=(E4/10)/12**. This equation divides the total amount by 10 years, then takes that amount and divides it into 12 monthly payments.
      i. Autofill down.
      ii. Make sure it's in dollar format and widen the column if necessary.

b. Now put your cursor in cell I4. We need to calculate how much they will pay once we've added interest on to their total. This is another formula that we will do TWO math problems in one.

c. Enter: **=(G4*H4)+G4**. This means you are figuring out how much they pay in interest, then adding it to the monthly payment.

    i. Autofill down.

4. Multiple (Advanced) Sort

    a. Now we will sort, but we want to sort by more than one parameter.

    b. Highlight A3-J117. Click on the large Sort button. Sort first by Agent and then Alphabetically. If you've done it right, Blake Andover should be the first on the list.

5. Borders & Orientation

    a. Add all borders to cells A4-J117.

    b. Add a thick box border to cells A1-J117.

    c. Change the Orientation to Landscape

6. Filter to Print – we are going to do another half of this assignment involving queries and filters—but before we do that, you will be printing this half. DO NOT print it as it is right now because it takes up too many pages. You will filter it, then print it.
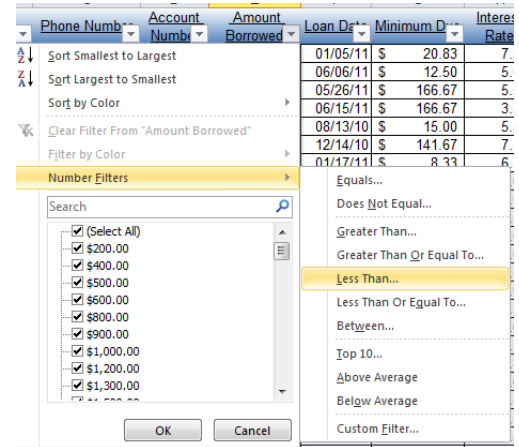
    a. Highlight cells A3-J117 and turn on the filter.

    b. Pull down the filter on Amount Borrowed. Go to Number Filters and choose Less than…

    c. Type in $1,500 as your amount. Click ok.

    d. Go to File, print.

    e. Notice that in your preview, it still does not quite fit on one page! We are going to use the **Autofit** feature to fix that.

    f. On the Page Layout tab, click on the arrow in the scale to fit section. ____Scale to Fit____. Check the button next to "Fit to" and click ok.

    g. Print preview. It should now fit all on one page, but should still be sorted by Agent and then Alphabetically by student.

    h. Print this page, and then continue this assignment. You will be printing a second page shortly and will turn them both in together.
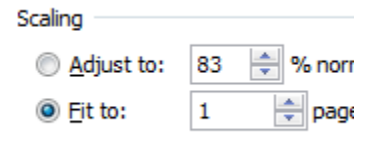
Part 2

7. Filter

    a. Turn off the filter you just did in Amount Borrowed by pulling down the arrow and clicking on the "Select All" box. (Remember to do this between every filter)

    b. **Go to the Questions tab**. You will see a list of 15 questions. Using your filters, answer each question.

        i. Sometimes you will need to use more than one filter

        ii. Don't forget to use number and text filters where useful

        iii. Note that you can sort by smallest to largest and vice versa.

        iv. You may need to use the Average function for one of the questions.

        v. Don't forget to reset your filters back to where they were before starting the next search. You can tell it's been filtered by the "filter" icon on the pull down menu. Pull it down and press the Clear filter button.
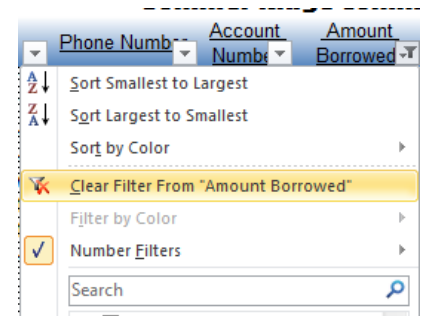
      c.   Enter your answers in the provided space on the questions tab.

      d.   On #15, enter your own question and answer it.

8. Make sure to add a header to your second sheet before you print.

9. Print - When finished, print the question sheet and attach it to the first sheet you already printed in step 6.

10. Lesson 5 Complete.

      a.   Save Document as [Your Name] – Lesson 5

      b.   Print. Turn in to the basket.