

Computer Technology

Microsoft Excel 2010

Lesson 10

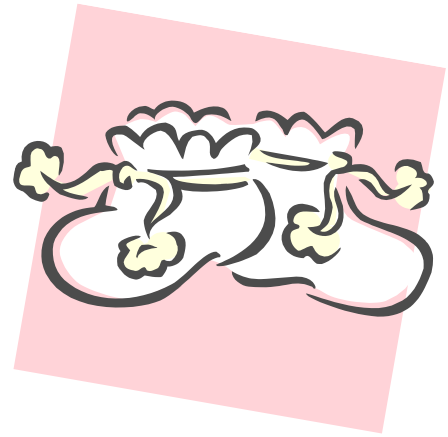
Lesson 10:

In this lesson you will review:

- Merge cells
- Formatting text
- Wrap text
- Simple formulas

In this lesson you will learn:

- Labeling ranges
- Conditional Formatting
- Data validation
- VLookup Table
- Insert images



Open Lesson 10 Starter.

This spreadsheet shows the sales for the month of February for an online crocheting store. This is a store run by an individual on a craft site. The individual must pay the site 30% commission on every sale. Our goal is to find out how much an hour this store owner makes once you calculate her sales, minus commission and production cost, and divide by the number of hours worked.

1. Add a header with your name, file name, and class period.
2. Save the file in your own documents.
3. **Formatting Review:**
 - a. Insert two rows at the top of the sheet.
 - b. In row 1, enter "Sweet Strings Crochet"
 - c. In row 2, enter "February Sales." Italicize it.
 - d. Merge and center both rows from columns A-P
 - e. Change the font of row 1 to 36. Choose a font.
 - f. Change the font in row 2 to 12. Choose a font.
 - g. Change the background color and font color of both rows together.
 - h. Highlight ROWS 3-24. Change the font to 8.
 - i. Change the orientation to Landscape, and the margins to narrow.
 - j. Highlight cells A3-P3. Wrap the text.
 - k. Center it horizontally and vertically. Underline it.
 - l. Change the shading on A3-P3 to a gradient
 - m. *Your document should now fit on one page. If it doesn't, make sure you did Step h right.*
4. **Data Validation** - Next we are going to use the Data Validation formula to create a pull-down menu.
 - a. In the sheet labeled "Type", label A1-A3 "Type" (in the name box)
 - b. Back in the first sheet, click on cell F4 and create a pull down menu using the Data Validation button in the Data ribbon. Choose a list, and make your source Type from the type sheet.

Baby Booties	Sport
Baby Booties	Sport
Baby Booties	Sport
Hat w/ Flower	Sport
Hat w/ Flower	Worsted
Hat w/ Flower	Worsted
Hat w/ Flower	Bulky
Baby Blanket	Sport
Lap Blanket	Worsted
Headband	Worsted
Headband	Worsted
Headband	Worsted
Headband	Bulky
Animal Hat	Worsted
Animal Hat	Worsted
Animal Hat	Worsted

- c. Auto fill F4 down to F19.
- d. Now enter the yarn type as listed using the pull down menu you created.

5. VLookup Function – Now we will use a VLookup table to match the type of yarn to the cost. In doing it this way, we can change the cost later and it will make the change throughout the whole sheet.

- a. Go back to the Type sheet. Highlight A1-B3 and label is Type2
- b. Back in your main sheet, click on G4. You will now create a VLookup table. There are four parameters to this Function
 - i. Look up Value – The cell where the item you are looking up is. (In this case, it’s the yarn type in cell F4.
 - ii. Table Array – Where the table is with the values. In other words, what the yarn type’s cost is. In this case, it’s Type2, the range you just labeled.
 - iii. Column Index Number – which column in Type2 contains the number we are looking for. In this case, it’s the 2nd column, or 2.
 - iv. Range Lookup – You enter True or False—true if its an approximate match, false if it’s an exact match. In our case, we would enter False.
- c. Therefore, in G4, you should enter: =Vlookup(F4,Type2,2,False)
 - i. If you’ve done it right, the table should enter \$3.50—which is the cost of Sport yarn.
 - ii. Autofill down

6. Simple Formulas

- a. *Total Yarn Cost* – In I4, **multiply** the yarn cost per yard (G4) with the #of skeins needed (E4). Autofill down.
- b. *Production Cost* - In J4, **add** the cost per yard and the notions cost (even if it’s blank.)
 - i. “Notions” refers to buttons, zippers, ribbon, etc.
- c. *Profit* – In L4, **subtract** the production cost from the sales price. Autofill down
- d. *Total Profit* – In N4, **multiply** the profit by the number of sales (even if it’s blank). Autofill down.
- e. *Site Commission* – In O4, **multiply** the total profit by 30%.
- f. *Total Hours* – In P4, **multiply** the hours by the number of sales, to calculate how much time it takes to make each order. Autofill down.

7. Conditional Formatting – We want to be able to see at a glance which products are making us the most money, and which are costing the most money. We will do this with conditional formatting.

- a. Highlight L4-L19
- b. In the Home Ribbon, click on Conditional Formatting and choose Highlight Cells Rules
 - i. Set it so that any amount greater than \$6.00 is Green Fill with Dark Green Text, and any amount less than \$4.00 is Light Red Fill with Dark Red Text

8. Simple Functions

- a. In N20, Autosum N4-N19 to calculate total profit before commission.
- b. In O20, Autosum the total commissions paid to the site for traffic.
- c. In P20, Autosum the total hours worked to complete orders.
 - i. In P21, this number will automatically be converted to decimals with a formula **already entered**: =HOUR(P20)+MINUTE(P20)/60.

- d. In N21, **subtract** O20 from N20—that pays our commission of 30% of our sales to the site where our website is.
- e. In N22, figure the hourly wage by **dividing** the N21 with P21, total hours worked.

9. Formatting

- a. Add all borders from A4-P19
- b. Add all borders from L20-N22
- c. Fill cell N22 with another background color.

10. Insert Picture

- a. Insert two pictures rows 1&2, one on each side. One picture is called “owlhat” and the other is called “babyhat.” Place one on each side of your title. Resize if necessary to fit.
- b. Change the picture style to Bevel Rectangle.



11. Save submit via DropBox