*Scripted Lecture for*

*Excel Chapter 2 Project 2B*

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| Activity Name | Demonstration Notes |
| **Objective 7: Navigate a Workbook and Rename Worksheets** | |
| **2.21 Navigating Among Worksheets, Renaming Worksheets, and Changing the Tab Color of Worksheets** | * Start Excel. Open goexl2013\_e02B\_script\_data and save the file as Lastname\_Firstname\_e02B\_Sales * Rename Sheet1 Online Sales and Sheet2 In-Store Sales Change the Tab color for Online Sales to Blue, Accent 1, and for In-Store Sales to Green, Accent 6. |
| **Objective 8: Enter Dates, Clear Contents, and Clear Formats** | |
| **2.22 Entering and Formatting Dates** | * On the Online Sales sheet, click cell A16 and change the date type to 3/14/12 format. * Click cell A19, type 6-7-16and press Enter. Use Format Painter to copy the format from cell A16 to A19. |
| **2.23 Clearing Cell Contents and Formats** | * Click cell A1 and Clear Contents, and then click cell A2 and click Delete. In cell A1, type Online Sales Select cells A1 and A2 and Clear Formats. |
| **Objective 9: Copy and Paste by Using the Paste Options Gallery** | |
| **2.24 Copying and Pasting by Using the Paste Options Gallery** | * Select A4:A19, and click Copy. Click the In-Store Sales sheet tab. Point to cell A4, right-click, and click Paste. |
| **Objective 10: Edit and Format Multiple Worksheets at the Same Time** | |
| **2.25 Grouping Worksheets for Editing** | * Select All Sheets, select columns A:G, and set the width to 85 pixels. * Click cell A2, and type Week of November 1 Merge & Center the text across A2:G2, and then apply the Heading 1 cell style. * Click cell E4 and type Equipment Sales In cell F4, type Appliance Sales and in cell G4, type Total Sales * Select A4:G4 and apply the Heading 3 cell style. Click Center, Middle Align, and Wrap Text. |
| **2.26 Formatting and Constructing Formulas on Grouped Worksheets** | * On the Online Sales worksheet in cell A1, type Equipment and Appliances: Weekly Online Sales Merge & Center the text across the range A1:G1 and then apply the Title cell style. * In the range F5:F11 type the following data for Appliance Sales:  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | 2967.39 | 3760.29 | 1860.54 | 2496.09 | 1689.24 | 2976.43 | 4398.69 |  * On the In-Store Sales worksheet, in cell A1, type Equipment and Appliances: Weekly In-Store Sales Merge & Center across the range A1:G1, and then apply the Title style. * In the range F5:F11 type the following data for Appliance Sales:  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | 1465.49 | 1396.47 | 1756.38 | 1492.38 | 1296.67 | 1958.54 | 1346.07 |  * Right-click the Online Sales sheet tab and click Select All Sheets. Click cell E5 and then click AutoSum. Click cell E5 and copy the formula through cell E11. * Click cell G5 and type **=**  Click cell E5 and type **+** and then click cell F5. Copy the formula down through cell G11. |
| **2.27 Determining Multiple Totals at the Same Time** | * In cell A12, type Totaland then select the range B5:G12. Hold down the Alt key and press **=** to enter the SUM function. * Select A5:A12 and apply the Heading 4 cell style. Select B5:G5 and B12:G12, and apply Accounting Number Format. Select B6:G11 and apply Comma Style. Select B12:G12 and apply Total cell style. |
| **Objective 11: Create a Summary Sheet with Column Sparklines** | |
| **2.28 Inserting a Worksheet** | * Click New sheet and rename the tab Summary Change the Tab Color to Orange, Accent 2. * Widen columns A:E to 110 pixels. In cell A1, type Sales of Equipment and Appliances Merge & Center A1:E1, and apply the Title cell style. * In cell A2, type Week of November 1 Merge & Center A2:E2, and apply the Heading 1 cell style. * In cell B4 type Equipment & Appliances In cell C4, type Equipment In cell D4, type Appliances In cell E4, type Total Sales Select the range B4:E4. Apply the Heading 3 cell style and Center, Middle Align, and Wrap Text. * In cell A5, type Online Sales In cell A6, type In-Store Sales |
| **2.29 Constructing Formulas that Refer to Cells in Another Worksheet** | * Click cell C5 and type = Click the Online Sales sheet tab, click cell E12, and then press Enter. Click cell D5 and type = Click the Online Sales sheet tab, click cell F12, and then press Enter. * In cells C6 and D6 insert the total Equipment and Appliances data from the In-Store Sales worksheet. |
| **2.30 Changing Values in a Detail Worksheet to Update a Summary Worksheet** | * In cell A7, type Total Select C5:E6, and click AutoSum. Select C5:E7 and click AutoSum. * Select C6:E6 and apply Comma Style. Select C7:E7 and apply the Total style. Select A5:A7 and apply the Heading 4 style. |
| **2.31 Inserting Column Sparklines** | * Click cell B5, insert a Column Sparkline for C5:D5. Click cell B6 and insert a Column Sparkline for C6:D6. In cell B6, apply Sparkline Style Accent 2, (no dark or light). |
| **Objective 12: Format and Print Multiple Worksheets in a Workbook** | |
| **2.32 Moving a Worksheet and Formatting Multiple Worksheets in a Workbook** | * Move the Summary sheet to the left of the Online Sales sheet tab. Right-click and click Select All Sheets. * Center the worksheets Horizontally. Insert a footer with the file name in the left section. * Display Backstage view. As Tags, type kitchen equipment,appliances As the Subject, type your course name and section number. Type your name as the Author. |
| **2.33 Printing All the Worksheets in a Workbook** | * Ungroup sheets, display Print Preview, and show the Print Active Sheets and Print Entire Workbook options. * Close the workbook and close Excel. |