Chapter 2

Creating a Simple Spreadsheet

In this chapter, we will learn the following to World Class standards:
- **Adding Days and Dates**
- **Using the Merge and Center Tool to Add Text**
- **Adding Row Titles**
- **Adding Currency Values**
- **Creating AutoSum Totals**
- **Adding Borders**
- **Creating a Chart**
- **Saving the Spreadsheet**

Adding Days and Dates

Excel can be used to make many different types of spreadsheets. These spreadsheets can be used to keep inventory, track bill payments or create weekly schedules. For our example, we will be keeping a weekly assessment of the income for our pantry and lunch program.

To begin this exercise, we will type the first day of the week, Sunday, into cell B3. Figure 2.1 shows the text written in the proper cell.
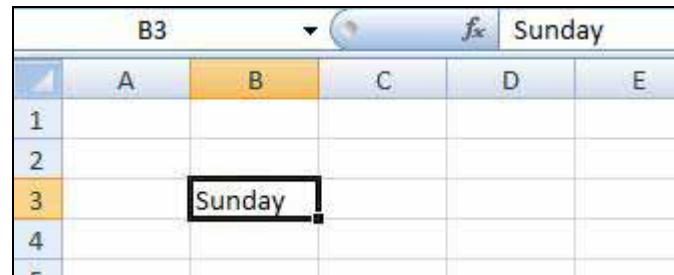

Figure 2.1 – Adding First Day

We do not need to type in the other days of the week like we did for the first one. Instead, we can just left click on the fill handle (small rectangle at bottom right) and drag it until the caption below the cell reads "Saturday." Figure 2.2 shows how dragging the fill handle inserts the other days of the week.
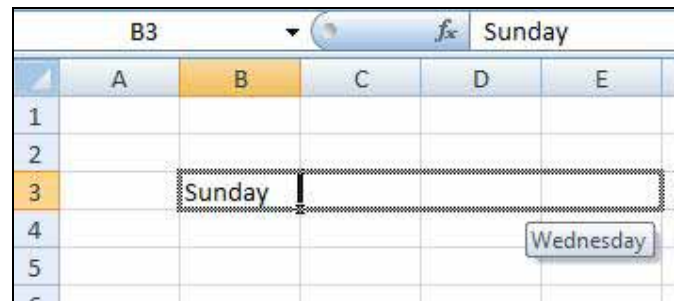
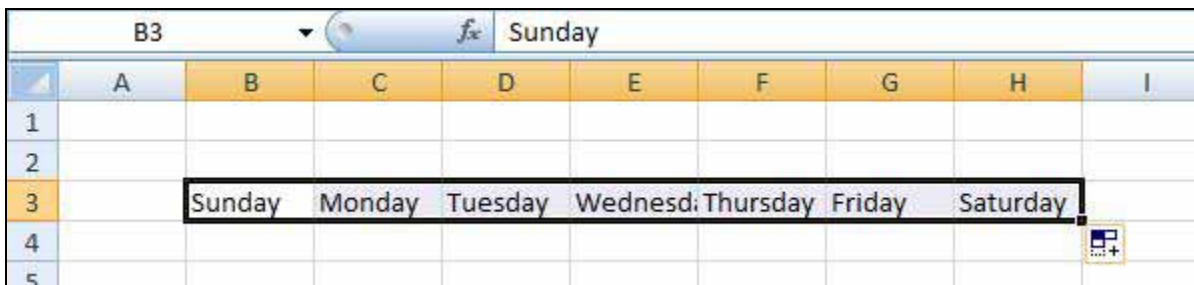

Figure 2.2 – Dragging Fill Handle

Figure 2.3 – Days of the Week

As we can see, Wednesday is too long a word to fit in one of the cells. To fix this, we need to change the column width. We will begin by highlighting columns B through H and then right clicking on the highlighted columns (Figure 2.4). In the list of options that appears, we need to choose the Column Width tool (Figure 2.5). A small window will appear in the spreadsheet. We will type 12 as our new column width and then hit OK (Figure 2.6). Now the columns are plenty wide enough to fit every day of the week. The last thing we need to do while the columns are still highlighted is to select the Center tool from the Alignment panel to center align the text in the cells (Figure 2.7).
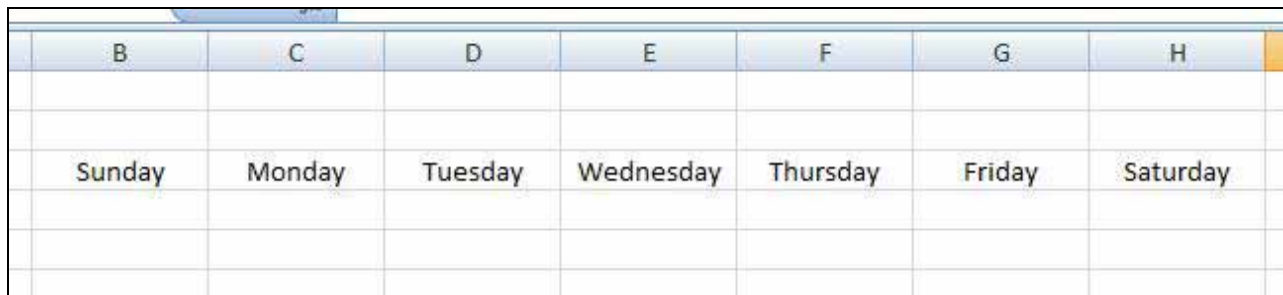
Figure 2.4 – Highlighting Columns B through H
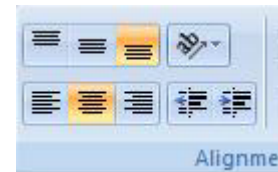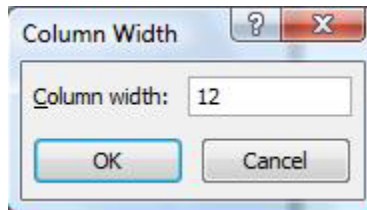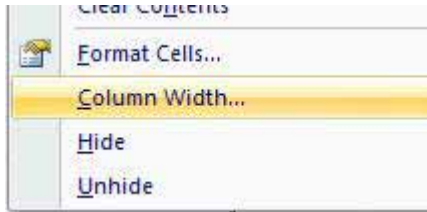
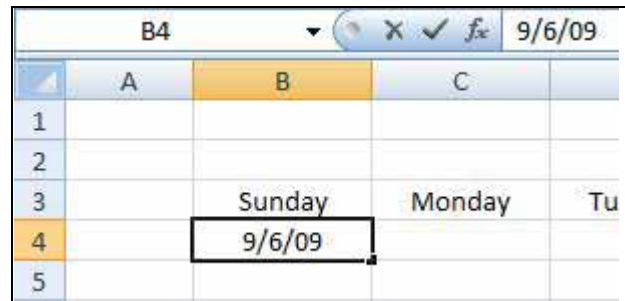

Figure 2.5 – Column Width   **Figure 2.6 – Width of 12**   **Figure 2.7 – Center Tool**

Figure 2.8 – Finished Days of the Week

Below the days we are going to type in the corresponding date, starting in cell B4. Figure 2.9 shows the date added to the spreadsheet in the proper cell.

Figure 2.9 – Adding the Date

Just like with the days, we can left click on the fill handle and drag it until we have the date below all seven days of the week. Figure 2.10 shows how dragging the fill handle will add the date, increasing the day by one each time.
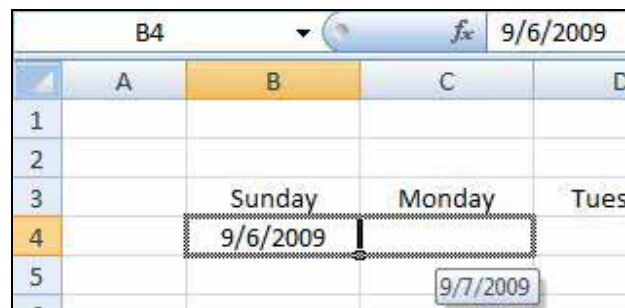
Figure 2.10 – Dragging the Fill Handle

Figure 2.11 – Dates Added

Using the Merge and Center Tool to Add Text

Above our days and dates we are going to add two different titles. In cells B2 through H2, we are going to add the title, "Second Week of September." However, before we can do this we must merge the cells together. Let's begin by selecting the cells from B2 to H2 as in Figure 2.12. Then we will select the Merge and Center tool from the Alignment panel. This will take all of the cells and make them into one big cell, as well as center any text that we put in it. Next, we will change the font size to 14 and then we will type our title in the cell (Figures 2.14). Figure 2.15 shows the title added to the spreadsheet.

Figure 2.12 – Highlighting Cells B2 through H2
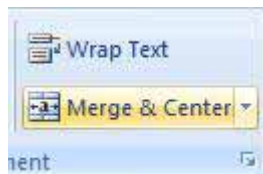
Figure 2.13 – Merge and Center Tool   **Figure 2.14 - Formatting the Text**

Figure 2.15 – Added Text

In a similar fashion, we are going to use the Merge and Center tool to combine cells A1 to I1. We will begin by selecting the cells A1 through I1 as in Figure 2.16. Then we will select the Merge and Center tool to create one large cell (Figure 2.17). Next, we need to change the font size to 24 (Figure 2.18). Now we can type in our title, "Michael's Food Pantry and Lunch Program" (Figure 2.19).

Figure 2.16 – Highlighting Cells A1 through I1
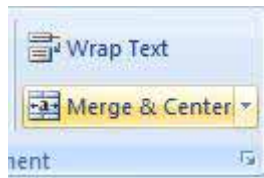
Figure 2.17 – Merge and Center Tool   **Figure 2.18 – Formatting the Text**

Figure 2.19 – Finished Title

Adding Row Titles

In column A, we are going to add several different titles. However, before we start typing the titles, we need to change the column width of 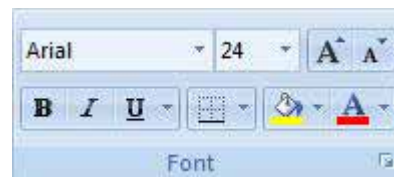column A to 14. We'll start by right clicking on column A. Select the Column Width tool from the list of options that appear (Figure 2.20). When the Column Width Window appears, type in 14 and hit OK (Figure 2.21).
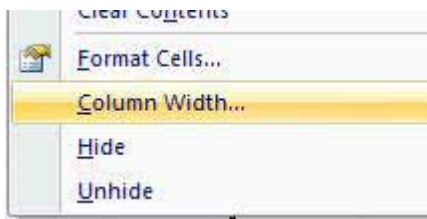
Figure 2.20 – Column Width Tool   **Figure 2.21 – Column Width of 14**
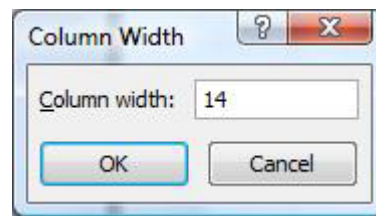
Now, we will select cell A4 and type in our first title, "Donations" (Figure 2.22). We will type in six more titles in cells B4 through B10. The titles are, "Baked Goods," "Canned Goods," "Cash," "Clothing," "Appliances," and "Daily Totals" (Figure 2.23).

Figure 2.22 – Donations

Figure 2.23 – Six Other Titles

In cell I4, we need to type in the word "Totals." After doing so, we need to change the column width to 12 by right clicking on column I, selecting the column width tool, typing in 12 and hitting OK. After that, we will center align the text using the Center tool from the Alignment panel (Figure 2.26). The completed titles and their formatting can be seen in Figure 2.27.
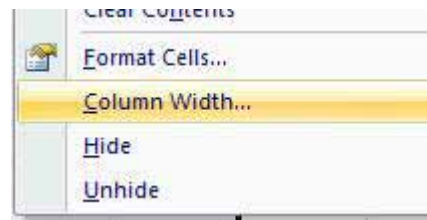
Figure 2.24 – Column Width Tool
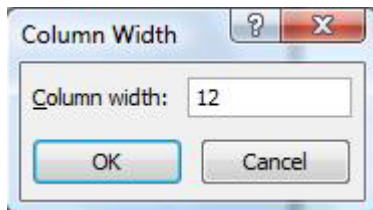
Figure 2.25 - Column Width of 12

Figure 2.26 – Center Tool

Figure 2.27 – Added Titles and "Totals"

Adding Currency Values

From rows 5 to 9 and from columns B to H, we are going to be adding the amount of money we received on each specific day for all of the different donations. We will begin in cell B5. The first currency value is $375.00, so we will type "375' in cell B5 (Figure 2.28). After typing in the value and hitting Enter, we will notice that it is only a number in the cell with no dollar symbol or decimal places afterwards. To create this currency style, we need to select the Accounting Number Format tool on the Number panel (Figure 2.29). This will create the currency style that we are accustomed to using. After we have added our first value, we need to enter in a value for each donation and for each day. The "Daily Totals" row and the "Totals" column will remain blank because we will be using them for the next part of the exercise. Figure 2.30 shows all of the added currency values.

Figure 2.28 – Adding First Value   **Figure 2.29 – Accounting Number Format**
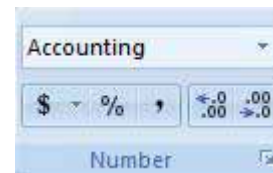
3		Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
4	Donations	9/6/2009	9/7/2009	9/8/2009	9/9/2009	9/10/2009	9/11/2009	9/12/2009	Totals
5	Baked Goods	$ 375.00	$ 415.00	$ 399.00	$ 395.50	$ 407.15	$ 354.75	$ 405.25	
6	Canned Goods	$ 421.88	$ 456.24	$ 448.56	$ 444.10	$ 402.15	$ 399.08	$ 415.21	
7	Cash	$ 93.75	$ 102.50	$ 89.50	$ 97.00	$ 105.00	$ 125.00	$ 58.50	
8	Clothing	$ 562.50	$ 153.75	$ 134.25	$ 593.25	$ 610.73	$ 187.50	$ 87.75	
9	Appliances	$ 37.50	$ 45.62	$ 9.95	$ 44.56	$ 41.25	$ 35.50	$ 40.75	
10	Daily Totals								

Figure 2.30 – Added Currency Values

Creating AutoSum Totals

To create the daily totals, we are going to have to add up the money we received on each day. We could use a calculator and manually sum up all the money for each day and put down the totals. However, there is a much more efficient way to add up these numbers and we won't need to use a calculator or even do any math. All we must do is select the cells that we want to be added together and then select the AutoSum tool. It will sum up the numbers and place their total below the numbers being added.

To begin summing up our values, we need to first highlight cells B5 through B9 (Figure 2.31).Next, we need to select the AutoSum tool from the Editing panel (Figure 2.32). The first total will be entered into cell B10 (Figure 2.33). Now we can take the fill handle and, left clicking to drag with our mouse, we can create the totals for the other six days (Figure 2.34). Pulling the fill handle will create the AutoSum totals for the other days of the week that we need to sum. Figure 2.35 shows all of the daily totals in the spreadsheet.

Figure 2.31 – Cells B5 through B9

Figure 2.32 – AutoSum Tool

Figure 2.33 – First Total

Figure 2.34 – Dragging Fill Handle

Figure 2.35 – Finished Daily Totals

In column I where we have the totals for each donation and the overall total, we will be using the AutoSum tool once again but in a different way. Instead of selecting the cells we want to add, we are going to select the cell to the right of the cells we are adding. To start, we will select cell I5 as in Figure 2.36. Next, we will select the AutoSum too from the Editing panel (Figure 2.37). In cell I5, we will see the formula "=SUM(B5:I5)" and the cells we want to add will be selected horizontally as in Figure 2.38. All we need to do is hit Enter, and the command will finish by entering the total into the cell (Figure 2.39). Like before, we are now going to grab and drag the fill handle with our left mouse button to repeat the AutoSum command for the other cells in Column I. We'll left click on the fill handle and drag it down to cell I10 (Figure 2.40). After letting go of the mouse button, all of the totals will be added to the spreadsheet as in Figure 2.41.

Saturday		
9/12/2009		Totals
$	405.25	
$	415.21	
$	58.50	
$	87.75	
$	40.75	
$	1,007.46	

Figure 2.36 – Selecting Cell I5

Figure 2.37 – AutoSum Tool

	9/6/2009		9/7/2009		9/8/2009		9/9/2009		9/10/2009		9/11/2009		9/12/2009	Totals
$	375.00	$	415.00	$	399.00	$	395.50	$	407.15	$	354.75	$	405.25	=SUM(B5:H5)
$	421.88	$	456.24	$	448.56	$	444.10	$	402.15	$	399.08	$	415.21	SUM(number1, [number2], ...)
$	93.75	$	102.50	$	89.50	$	97.00	$	105.00	$	125.00	$	58.50	
$	562.50	$	153.75	$	134.25	$	593.25	$	610.73	$	187.50	$	87.75	
$	37.50	$	45.62	$	9.95	$	44.56	$	41.25	$	35.50	$	40.75	
$	1,490.63	$	1,173.11	$	1,081.26	$	1,574.41	$	1,566.28	$	1,101.83	$	1,007.46	

Figure 2.38 – Summing Horizontally

Saturday		
9/12/2009		Totals
$	405.25	$ 2,751.65
$	415.21	
$	58.50	
$	87.75	
$	40.75	
$	1,007.46	

Figure 2.39 – First Total

Saturday		
9/12/2009		Totals
$	405.25	$ 2,751.65
$	415.21	
$	58.50	
$	87.75	
$	40.75	
$	1,007.46	

Figure 2.40 – Dragging the Fill Handle

|	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
Donations	9/6/2009	9/7/2009	9/8/2009	9/9/2009	9/10/2009	9/11/2009	9/12/2009	Totals
Baked Goods	$ 375.00	$ 415.00	$ 399.00	$ 395.50	$ 407.15	$ 354.75	$ 405.25	$ 2,751.65
Canned Goods	$ 421.88	$ 456.24	$ 448.56	$ 444.10	$ 402.15	$ 399.08	$ 415.21	$ 2,987.22
Cash	$ 93.75	$ 102.50	$ 89.50	$ 97.00	$ 105.00	$ 125.00	$ 58.50	$ 671.25
Clothing	$ 562.50	$ 153.75	$ 134.25	$ 593.25	$ 610.73	$ 187.50	$ 87.75	$ 2,329.73
Appliances	$ 37.50	$ 45.62	$ 9.95	$ 44.56	$ 41.25	$ 35.50	$ 40.75	$ 255.13
Daily Totals	$ 1,490.63	$ 1,173.11	$ 1,081.26	$ 1,574.41	$ 1,566.28	$ 1,101.83	$ 1,007.46	$ 8,994.98

Figure 2.41 – The Finished Totals

Adding Borders

Now that we have all of our information added to the spreadsheet, we are going to add some borders to separate the different parts of the spread sheet. We can do this by selecting the cells that we want to add a border to and then select one of the borders from the Border Options tool on the Font panel. The first border we are going to add will go across the bottom of the spreadsheet. We'll begin by selecting cells A10 through I10 (Figure 2.42). Next, we will go to the Font panel and click on the drop-down arrow on the Border Options tool and select Bottom Border (Figure 2.43).

7	Cash	$	93.75	$	102.50	$	89.50	$	97.00	$	105.00	$	125.00	$	58.50	$ 671.25
8	Clothing	$	562.50	$	153.75	$	134.25	$	593.25	$	610.73	$	187.50	$	87.75	$ 2,329.73
9	Appliances	$	37.50	$	45.62	$	9.95	$	44.56	$	41.25	$	35.50	$	40.75	$ 255.13
10	Daily Totals	$	1,490.63	$	1,173.11	$	1,081.26	$	1,574.41	$	1,566.28	$	1,101.83	$	1,007.46	$ 8,994.98
11																

Figure 2.42 – Selecting Cells A10 through I10
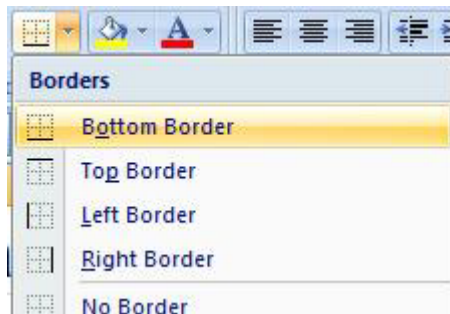
Figure 2.43 – Bottom Border Option

Figure 2.44 shows the first border added to the bottom of the spread sheet. We are only going to add to more borders and we will follow the same steps to do so. The next set of cells that need a bottom border are cells A9 through I9. Finally, cells A4 through I4 need a border as well. Figure 2.45 show the spreadsheet with the three borders added.

7	Cash	$	93.75	$	102.50	$	89.50	$	97.00	$	105.00	$	125.00	$	58.50	$ 671.25
8	Clothing	$	562.50	$	153.75	$	134.25	$	593.25	$	610.73	$	187.50	$	87.75	$ 2,329.73
9	Appliances	$	37.50	$	45.62	$	9.95	$	44.56	$	41.25	$	35.50	$	40.75	$ 255.13
10	Daily Totals	$	1,490.63	$	1,173.11	$	1,081.26	$	1,574.41	$	1,566.28	$	1,101.83	$	1,007.46	$ 8,994.98
11																

Figure 2.44 – First Border

|																
2						Second Week of September										
3		Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		
4	Donations	9/6/2009		9/7/2009		9/8/2009		9/9/2009		9/10/2009		9/11/2009		9/12/2009		Totals
5	Baked Goods	$	375.00	$	415.00	$	399.00	$	395.50	$	407.15	$	354.75	$	405.25	$ 2,751.65
6	Canned Goods	$	421.88	$	456.24	$	448.56	$	444.10	$	402.15	$	399.08	$	415.21	$ 2,987.22
7	Cash	$	93.75	$	102.50	$	89.50	$	97.00	$	105.00	$	125.00	$	58.50	$ 671.25
8	Clothing	$	562.50	$	153.75	$	134.25	$	593.25	$	610.73	$	187.50	$	87.75	$ 2,329.73
9	Appliances	$	37.50	$	45.62	$	9.95	$	44.56	$	41.25	$	35.50	$	40.75	$ 255.13
10	Daily Totals	$	1,490.63	$	1,173.11	$	1,081.26	$	1,574.41	$	1,566.28	$	1,101.83	$	1,007.46	$ 8,994.98
11																

Figure 2.45 – Finished Borders

Creating a Chart

To create a chart in Excel, we must first select the information that we are going to put onto the chart. To do this, we will first select cells B3 through H3. After selecting these cells, we need to hold down the control (ctrl) key on our keyboard and select cells B10 through H10 (Figure 2.46). Holding down the control key allows us to select more than one piece of information at a time.

Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday	
9/6/2009		9/7/2009		9/8/2009		9/9/2009		9/10/2009		9/11/2009		9/12/2009	
$	375.00	$	415.00	$	399.00	$	395.50	$	407.15	$	354.75	$	405.25
$	421.88	$	456.24	$	448.56	$	444.10	$	402.15	$	399.08	$	415.21
$	93.75	$	102.50	$	89.50	$	97.00	$	105.00	$	125.00	$	58.50
$	562.50	$	153.75	$	134.25	$	593.25	$	610.73	$	187.50	$	87.75
$	37.50	$	45.62	$	9.95	$	44.56	$	41.25	$	35.50	$	40.75
$	1,490.63	$	1,173.11	$	1,081.26	$	1,574.41	$	1,566.28	$	1,101.83	$	1,007.46

Figure 2.46 – Using Ctrl Button to Select Cells B3 to H3 and Cells B10 to H10

We want to take the information that we just selected and put it into a column chart. We'll go to the Insert tab and click on the Column tool on the Charts panel. We want to select the first option on the 2-D Column section of the column command (Figure 2.47). After selecting the option we want, the chart will appear on the screen. We are free to move and resize the chart however we like, so let's move it just below the daily totals and stretch it to the right so that it is as long as the information on our spreadsheet (Figure 2.48).
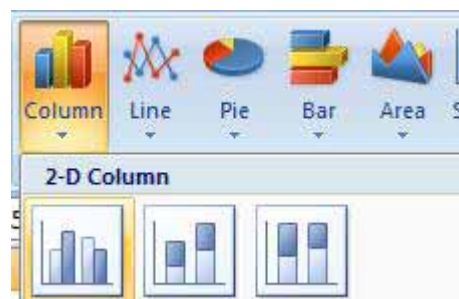

Figure 2.47 – Creating a Column Chart
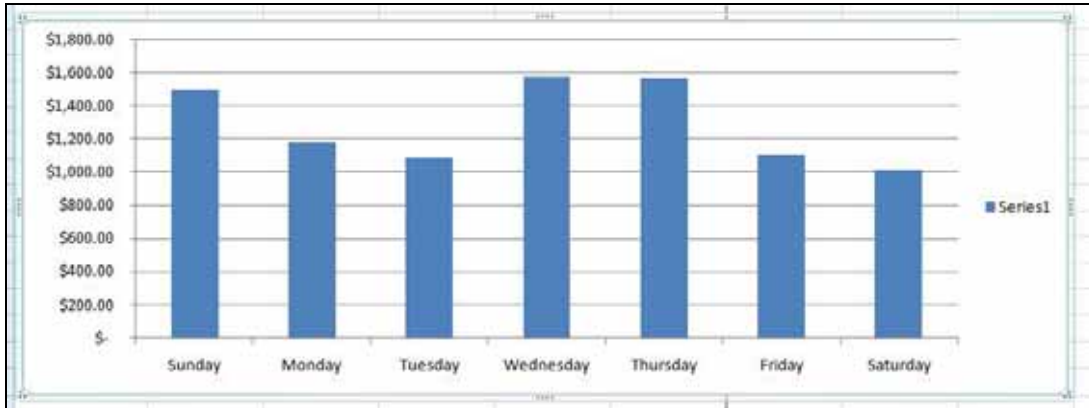
**Figure 2.48 – Chart Added, Moved and Stretched**

We are now going to modify the chart by adding a title and turning off the legend. All of the tools we need to do this are on the Layout tab. The first thing we are going to add is the title, "Michael's Food Pantry and Lunch Program," the same title in our spreadsheet. We will select the Chart Title tool and pick the Above Chart option. In the title block that appears, we can type our title. As for the legend on the right of the chart, we will go to the Legend tool and select the None option to turn it off. Figure 2.51 shows the completed chart with title and no legend.

Figure 2.49 – Adding a Title
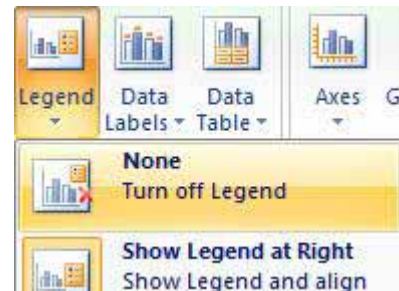
Figure 2.50 – Turning Off Legend
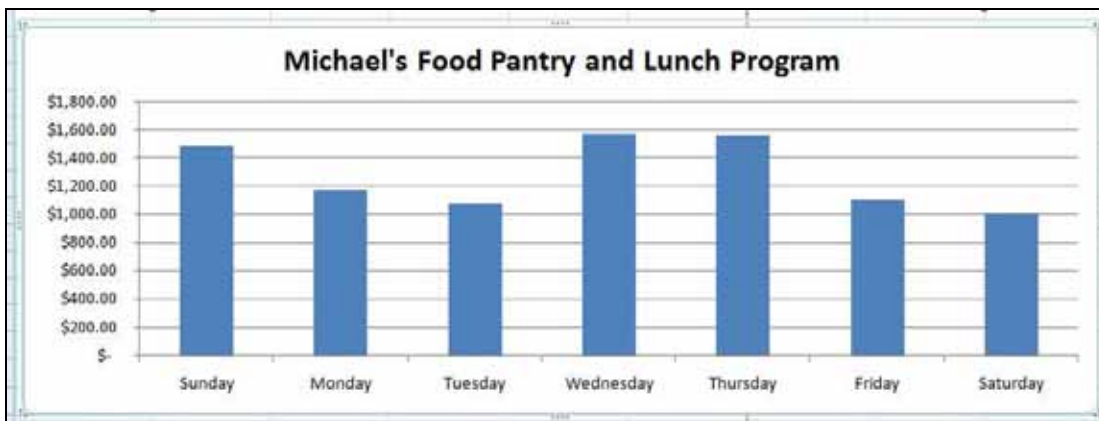
Figure 2.51 – Finished Chart

Saving the Spreadsheet

To save the spreadsheet we need to select the Office Button in the top left hand corner of the program. Then we'll select the Save tool (Figure 2.52). The Save As Window will appear as in Figure 2.53. We want to save this spreadsheet in the "wcc excel" folder with our other spreadsheets. Type in "Excel Project 2" in the file name text box and then click on the Save button to save the file. Figure 2.54 shows the completed spreadsheet in Excel with the chart and all of our other information.
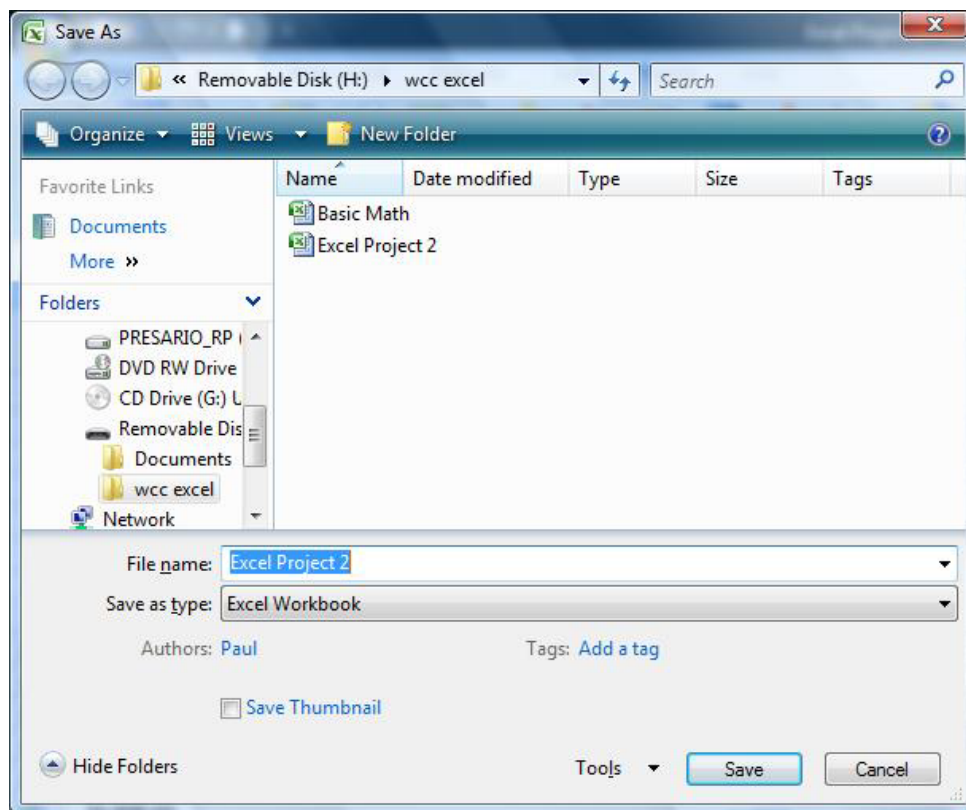

Figure 2.52 – Save Tool

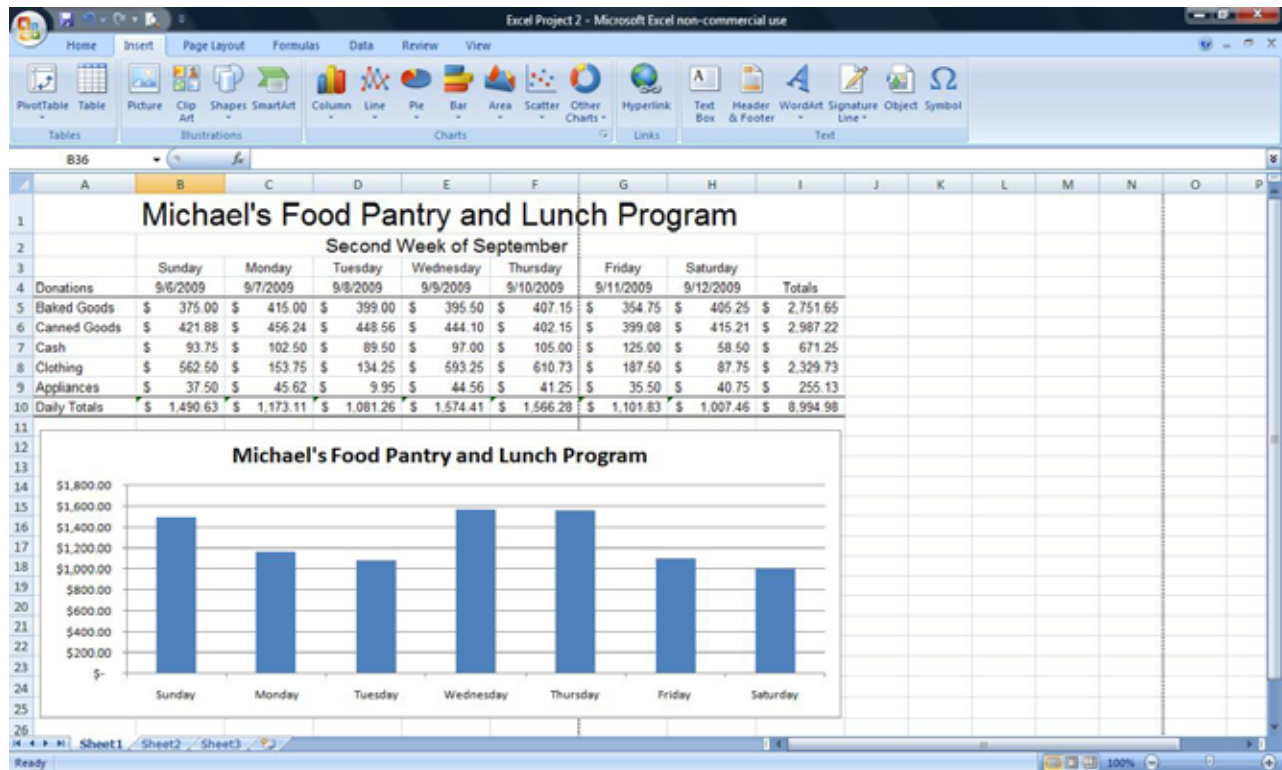**Figure 2.53 – Save As Window**

Figure 2.54 – Finished Spreadsheet

* World Class CAD Challenge 27-02 * - Create a new spreadsheet with the days, their dates, the two top titles, donations, currency values and AutoSum totals. Create the borders as well as a chart and format the spreadsheet with the proper column widths and alignments. Complete this task in 15 minutes. Continue this drill four times on different spreadsheets, completing the drawing in less than 15 minutes to maintain your World Class ranking.