

Computer Skills

MS Excel

Work Sheet # 1

Topics Covered:

Starting Microsoft Excel, Elements of Excel Window, General Revision about Excel (Books, Worksheets, Cells, Formulas and Expressions)

Working Steps:

1. Start Microsoft Excel: From Start → All Programs → Microsoft Office 2007 → Excel 2007
2. Check the following elements of Excel window:
 - a. Title Bar
 - b. Quick Access Toolbar
 - c. Office Button
 - d. Formula Bar
 - e. Active Cell
 - f. Worksheets
 - g. Name Box
 - h. Scroll Bar
 - i. Status Bar
 - j. Ribbon
 - k. Tabs
3. You should be aware of the following concepts:
 - a. Books
 - b. Work Sheets
 - c. Columns
 - d. Rows
 - e. Active Cell
 - f. Reference Number
4. Enter the following table:

St. Name	St. Marks			Pass/Fail
	Excel	Access	FP	
Mohammad	85	80	89	Pass
Maha	90	87	91	Pass
Ali	45	46	42	Fail

5. Apply the following formats:
 - a. Change the title rows to Bold.
 - b. Change the St. Name column to Bold
 - c. Change the headers color
 - d. Merge St. Name cell with the one below, and align it vertically to Center.
 - e. Merge St. Marks cell with the two cells next to it.
 - f. Merge the Pass/Fail cell, with the one below it
 - g. Show the borders of the table.
 - h. Align the names to Center



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Work Sheet # 2

Topics Covered:

Styles, Format as Table, Conditional Formatting, Defining Names, Deleting Range Names, Using a range name in a formula.

Working Steps:

1. Enter the following table:

St. Name	Excel	Access	FP
Mohammad	85	80	89
Maha	90	87	91
Ali	45	46	42

2. Select the first row (the titles), and assign a proper style to it.
3. Select the other rows, and assign a proper style to it.
4. Select the whole table, and return the style to normal.
5. Select the whole table, and assign a proper format to the whole table
6. Delete the filter arrows from the table
7. In the “Excel” column, add a conditional format, so that to color marks less than 50, with red.
8. In the “Access” column, add a conditional format, so that to color marks greater than 50, with green.
9. In the “FP” column, add a conditional format, so that to color the highest mark to red.
10. Delete all the conditional formats you have added.
11. Define name “Excel” for marks in Excel column.
12. Define name “Access” for marks in Access column
13. Calculate the Sum of “Excel”
14. Calculate the Average of “Access”
15. Delete the defined name “Excel” and note the related formula result.



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Work Sheet # 3

Topics Covered:

Sorting, Sorting Months and Weekdays

Working Steps:

1. Enter the following table:

St. Name	St. Marks		
	Excel	Access	DOB
Mohammad	85	80	25/10/2000
Maha	90	87	3/7/1980
Ali	63	74	8/7/2003
Samah	70	68	17/4/1990
Yasmin	95	96	6/12/1995
Jana	89	88	9/12/1976

2. Sort the data within “St. Name” column
3. Sort the data within “Excel” column.
4. Sort the data within “DOB” column
5. Sort the data in the table, by names then by Access Marks
6. Go to sheet2, and insert the following:

March
December
June
April
August
November
July
February
September
January
October
May

7. Sort the entered months from January to December.

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Work Sheet # 4

Topics Covered:

Paste Special

Working Steps:

1. Write your name in any cell
2. Copy your name and paste it in another cell
3. Cut your name and paste it in another cell
4. Insert the following:

50	10
60	20
70	30
80	40

5. Select a cell below, and add a formula that sums the previous values.
6. Change the font in that cell to **Bold**.
7. Copy the summation cell, and paste only its formula, to another cell.
8. Copy the summation cell, and paste only its value to another cell.
9. Copy the summation cell, and paste only its format to another cell with data.
10. Add number 5 to all values inserted in step 4.
11. Copy column 1 in the table above, and paste its cells horizontally.

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Work Sheet # 5

Topics Covered:

Password for Opening a Workbook, Protecting Cells, Protecting A Worksheet Elements, Unprotect a Worksheet, Protecting Excel Workbook, Comments, Editing a Comment

Working Steps:

1. Create a password for your book.
2. Select two cells, and unprotect them, by making them unlocked
3. Select a cell with a formula, and make the formula hidden
4. Protect the whole worksheet elements
5. Unprotect the worksheet
6. Protect the Excel workbook (Structure & Window)
7. Select any cell and add a comment on it
8. Edit the comment you have inserted
9. Delete the comment.

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Work Sheet # 6

Topics Covered:

Functions, Entering Functions, TODAY, NOW, DAY, MONTH, YEAR, PROPER, UPPER, LOWER, LEFT, RIGHT, MID, TRIM

Working Steps:

1. The format of any formula:
=Function Name (Arguments)
2. Type of functions
 - a. Statistical
 - b. Math & Trig
 - c. Lookup & Reference
 - d. Logical
 - e. Date and Time
 - f. Text
 - g. Database
3. Enter the following table:

50
66
83
43
55
67

4. Select an empty cell, and insert a function that sums the listed numbers (Hint: Use AutoSum)
5. Insert a function that computes the average of the numbers (Hint: Use AutoSum)
6. From “Insert function” dialogue, search for the function that gets the maximum number among list of numbers.
7. Go to an empty cell, and display today’s date (Hint: use TODAY)
8. Change the format of the day
9. In an empty cell, display the date and time according to the one stored in the computer (Hint: use NOW)
10. In an empty cell, display the number of today within the current month. (Hint: use DAY)
11. In an empty cell, display the number of this month within the current year (Hint: use MONTH)
12. In an empty cell, display the current year (Hint: use YEAR)
13. Go to an empty cell, and enter the sentence, exactly as it is written: “ThiS iS eXcEl CouRse:.”
14. In another cell, display the previously written sentence, in a proper use of letters cases (Hint: use PROPER)
15. In another cell, display the same sentence, all in Upper case letters. (Hint: use UPPER)
16. In another cell, display the same sentence, all in Lower case letters. (Hint: use LOWER)
17. In another cell, display the first 4 characters from the same sentence. (Hint: use LEFT)
18. In another cell, display the last 4 characters from the same sentence. (Hine: use RIGHT)
19. In another cell, display on the word “Excel” extracted from the same sentence. (Hint: use MID)
20. In a new cell, write the sentence “My name is Eman”, start with 4 spaces, and leave 3 spaces between each word, and end with 5 spaces.
21. In another cell, insert a function that removes all extra spaces in the previous sentence. (Hint: use TRIM).

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Work Sheet # 7

Topics Covered:

Functions: SUMIF, ROUND, COUNT, COUNTBLANK, COUNTA, COUNTIF, IF, AND, OR

Working Steps:

1. Enter the following table

City	Sales
Amman	500
Amman	200
Aqaba	400
Irbid	350
Jarash	660
Irbid	500
Amman	150
Karak	220
Irbid	700

2. Calculate the summation of Amman sales only. (Hint: use SUMIF)
3. Calculate the summation of sales more than 500.
4. Enter number 365.667 in a cell.
5. Round the number to 1 decimal digit
6. Round the number to 2 decimal digits
7. Round the number to 3 decimal digits
8. Round the number to 0 decimal digits
9. Round the number to -1 decimal digits
10. Enter the following table:

	Ahmad	Maha	Mohammad
Excel	A	3	
Access	6	B	B
FP			C
Count			

11. Count number of cells that contain numbers only. (Hint: use COUNT)

12. Count number of empty cells only. (Hint: use COUNTBLANK)
13. Count number of cells that are not blank. (Hint: use COUNTA)
14. Count number of cells that have “B” value (Hint: use COUNTIF)
15. Enter the following table:

St. Name	Mark	Result
Ahmad	60	
Mohammad	45	
Yasmin	80	
Maha	57	
Salah	48	
Jana	50	
Mona	64	

16. In the Result column, for marks from 50 and above, make the result “Pass”, otherwise make them “Fail”.
17. Add other 2 columns to the table above, call them “Mark2” and “Result2”
18. In “Mark2” add the following values:

Mark2
55
50
70
46
45
57
60

19. Calculate Result2, to consider a student “Pass” if both Mark and Mark2 are greater or equal 50, otherwise consider him/her “Fail”.
20. Add another column and call it “Result3”
21. Calculate Result3, to consider a student “Pass” if one of the marks is greater or equal 50, otherwise, consider him/her “Fail”

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Work Sheet # 8

Topics Covered:

Creating Charts, Working with Charts

Working Steps:

1. Enter the following table

City	Sales
Amman	500
Aqaba	400
Irbid	200
Jarash	600
Karak	100

2. Create a Pie chart showing amount of sales for each city.
3. Change the angle of the generated pie chart.
4. Explode the segments in the pie chart
5. Return them back, and explode one segment only.
6. Enter the following table

Item	Jan	Feb	Mar
A	500	700	600
B	600	900	800
C	800	500	500

7. Create a Column Chart
8. Change the scale of the value axis (Change the maximum value, and the major unit)
9. Add the following columns to the table

Apr	Jun	Jul
500	600	600
300	700	500
400	800	400

10. Add the new series to the created chart
11. Change the font format of x & y axis
12. Add unit (hundreds) to the y axis
13. Rotate the values of X and Y axis
14. Change the position of the chart title