
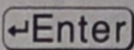


Range Entry Using Collapse Button

1. Click **Collapse Dialog Box** button  at right of text box.

✓ *The dialog box collapses to provide a better view of the worksheet.*

2. Select desired cell(s) by following either the keyboard or mouse method described here.


3. Press **Enter** 

OR

Click **Expand Dialog Box** button .

✓ *The dialog box returns to normal size and the text box displays the cell reference(s). Continue making selections within the dialog box as needed.*

EXERCISE DIRECTIONS

1. Start Excel, if necessary.
2. Open  **08Inventory**.
3. Save the file as **08Inventory_xx**.
4. On the Snowboarding and Heliskiing worksheet, select columns C-I.
5. Adjust the column width of the selected columns to 8.71 characters.
✓ *The solution file may show a different column width depending on your screen resolution.*
6. Select the noncontiguous range that includes the cells C8, D8, H8, and I8.
7. Click the Center button to center the column labels.
8. Select the contiguous range E8:G8.
9. Click the Merge and Center button to center the label over the three columns.
10. Spell check the workbook.
✓ *Change **Snowski** to **Snow ski**, and change **sandwich** to **sandwich**. Leave freeride and lite as spelled.*
11. Close the workbook, saving all changes.

Curriculum Connection: Mathematics

Fractions

The word fraction comes from the Latin *fractio* which means "to break." We use them to depict numbers that are not whole numbers, such as $1/2$, or $1/8$. We also use decimals to depict number that are not whole numbers. In fact, decimals are just one way of depicting fractions that have a denominator of 10.

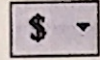
Conversion

Create a worksheet with a formula that converts fractions to decimals.


Apply Accounting, Percent, or Comma Format

1. Select cell(s) to format.
2. Click **Home** tab (Alt), (H)


Number Group

3. Apply number format:
 - a. Click the arrow on the **Accounting** button  (A), (N)
 - b. Select money symbol (↑/↓), (Enter)

OR

Click the **Percent** button  (P)

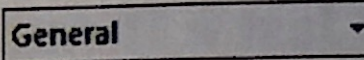
OR

Click the **Comma** button  (K)

Apply Standard Number Format

1. Select cell(s) to format.
2. Click **Home** tab (Alt), (H)


Number Group

3. Click arrow on **Number Format** button  (N)
4. Select a number format (↑/↓), (Enter)


Increase or Decrease Decimal Places

1. Select cell(s) to format.
2. Click **Home** tab (Alt), (H)

Number Group

3. Change number of decimal places:
Click **Increase Decimal** button  (0)

OR


- Click **Decrease Decimal** button  (9)

✓ You can click these buttons as many times as needed to select the number of decimal places you want.

Apply Custom Number Format

1. Select cell(s) to format.
2. Click **Home** tab (Alt), (H)

Number Group

3. Click **Format Cells** dialog box launcher button  (F), (M)
4. Select number format from **Category** list (Alt) + (C), (↑/↓)
5. Set options for the format such as the number of decimal places, currency symbol, and negative number format.
6. Click **OK** (Enter)

EXERCISE DIRECTIONS


1. Start Excel, if necessary.
2. Open  **09Inventory**.
3. Save the file as **09Inventory_xx**.
4. Select the range D9:H27.
5. Click the Comma button to apply the Comma number format to the selection.
6. Click the Decrease Decimal button twice to remove the decimal places.
7. Select the ranges C9:C27 and I9:I27.
8. Select the Currency format from the Number Format list to apply Currency number format to the selection.
9. Apply the Median theme to all sheets in the workbook.
10. Apply the following cell styles:
 - a. Title to cell A1.
 - b. Heading 1 to range A6:I6.
 - c. Accent2 to range A8:I8.
 - d. 40% Accent4 to range A9:I27.
11. Apply the following manual formats:
 - a. Fill color Accent5, Darker 25% to range A1:I5.
 - b. Text color Accent4, Lighter 60% to cell A1.
✓ You'll need to hover the mouse pointer over the Fill Color palette to determine which square represents the Accent5, Darker 25% color.
 - c. Italic to cell A1.
 - d. Font size 20 point to cell A1.
 - e. Font size 12 point to range A8:I8.
12. Change to the Module theme throughout the workbook.
✓ Notice how the colors and fonts change, but certain font effects, like italic and font size, remain.
13. Widen any columns, if necessary. See Illustration A.
14. Spell check the workbook.
15. Close the workbook, saving all changes.

Illustration A

S09Inventory.xlsx - Microsoft Excel

1 *Voyager Travel Adventures*

6 **Logan Store Inventory**

8	Item #	Description	Sale Price	Starting Inventory	Additions	Ending Inventory	Monthly Sales
9	GL101	Heliskiing powder gloves	\$180.00				
10	GL102	Ski gloves	\$85.00				
11	5B101	Snowboard, honeycomb	\$600.00				
12	5B102	Snowboard, pact	\$585.00				
13	5B103	Snowboard, freeride, carbon	\$525.00				
14	5B104	Snowboard, freeride, regular	\$435.00				
15	5B105	Snowboard, crossbow	\$410.00				
16	5B106	Snowboard, backcountry, split V	\$695.00				
17	5B107	Snowboard, backcountry, split B	\$890.00				
18	5B108	Snowboard, split trail	\$735.00				
19	5B109	Snowboard, freestyle	\$545.00				
20	5B110	Backcountry avalanche kit	\$380.00				
21	5H105	Backcountry snowshoes	\$160.00				
22	5H107	All-terrain cross country skis	\$570.00				
23	5H107	Snowboard boot	\$250.00				
24	5H108	Snow ski boot, alpine	\$600.00				
25	5H109	Snow ski boot, alpine, women	\$560.00				
26	5H110	Snow ski boot	\$450.00				
27	5H111	Snow ski boot, women	\$425.00				

Navigation: Snowboarding and Heliskiing | Backcountry | Camping