

Apply Your Knowledge

Reinforce the skills and apply the concepts you learned in this chapter.

Changing the Values in a Worksheet

Note: To complete this assignment, you will be required to use the Data Files for Students. Visit www.cengage.com/ct/studentdownload for detailed instructions or contact your instructor for information about accessing the required files.

Instructions: Run Excel. Open the workbook Apply 1-1 Treagle Market (Figure 1-73a on the next page).


1. Make the changes to the worksheet described in Table 1-6 so that the worksheet appears as shown in Figure 1-73b on the next page. As you edit the values in the cells containing numeric data, watch the totals in row 8, the totals in column G, and the chart change.
2. Change the worksheet title in cell A1 to the Title cell style and then merge and center it across columns A through G. Use buttons in the Font group on the HOME tab on the ribbon to change the worksheet subtitle in cell A2 to 14-point font and then center it across columns A through G. Use the Aqua, Accent 5 color (column 9, row 1 in the Font Color gallery) for the aqua font color.
3. Apply the worksheet name, Yearly Analysis, to the sheet tab and apply the Aqua, Accent 5 theme color to the sheet tab.
4. Move the chart to a new sheet called Sales Analysis Chart. Apply the Style 2 chart style to the chart (Figure 1-73c on the next page). Change the chart title to SALES ANALYSIS.
5. Replace Treagle in cell A1 with your last name. Save the workbook using the file name, Apply 1-1 Treagle Market Sales Analysis. Submit the revised workbook as specified by your instructor.
6. Exit Excel.
7.  Besides the styles used in the worksheet, what other changes could you make to enhance the worksheet?

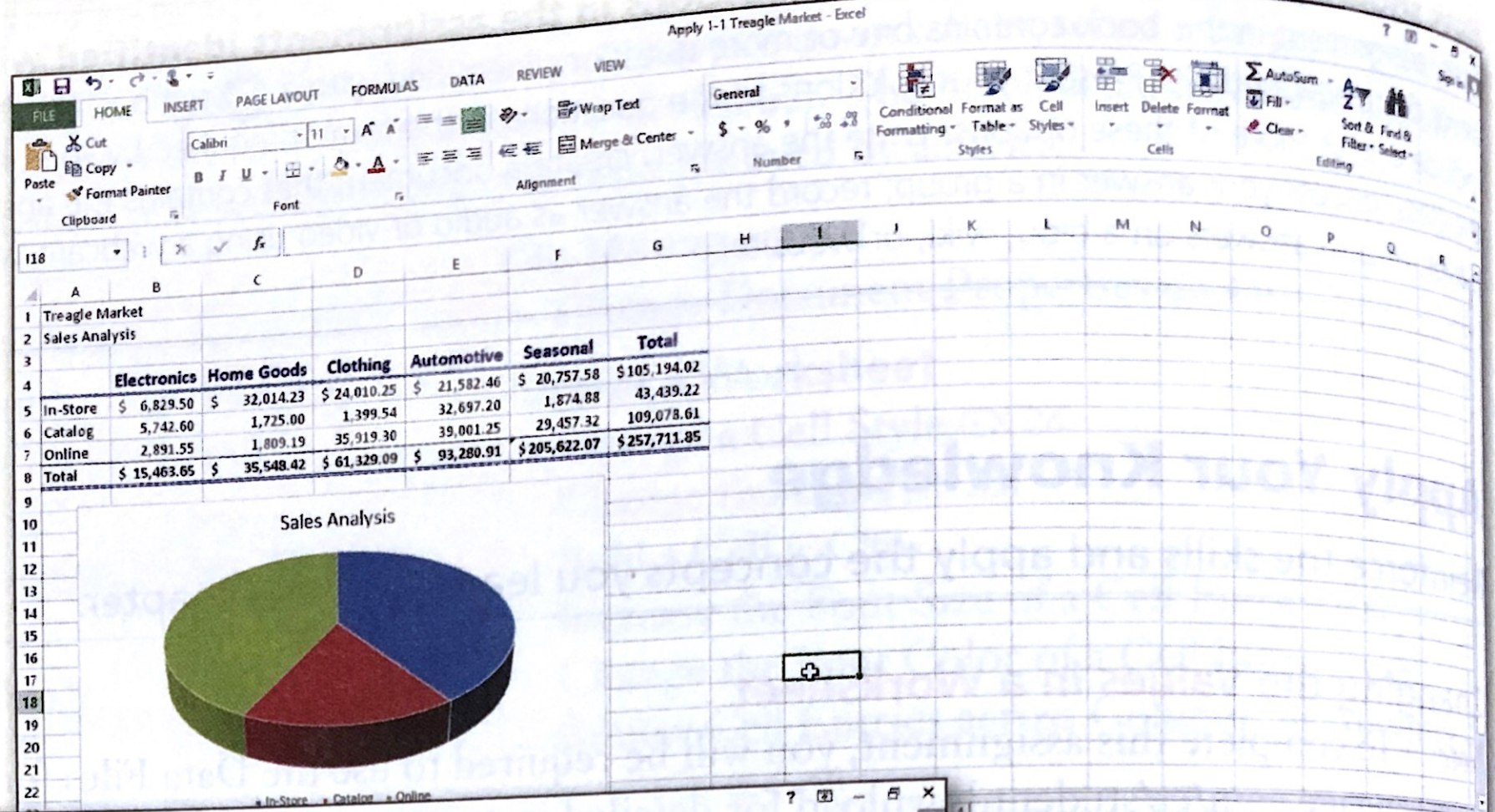
Table 1-6 New Worksheet Data

Cell	Change Cell Contents To
A2	Yearly Sales Analysis
B7	3895.23
C5	26125.75
D6	30589.14
E7	35450.82
F6	6352.78

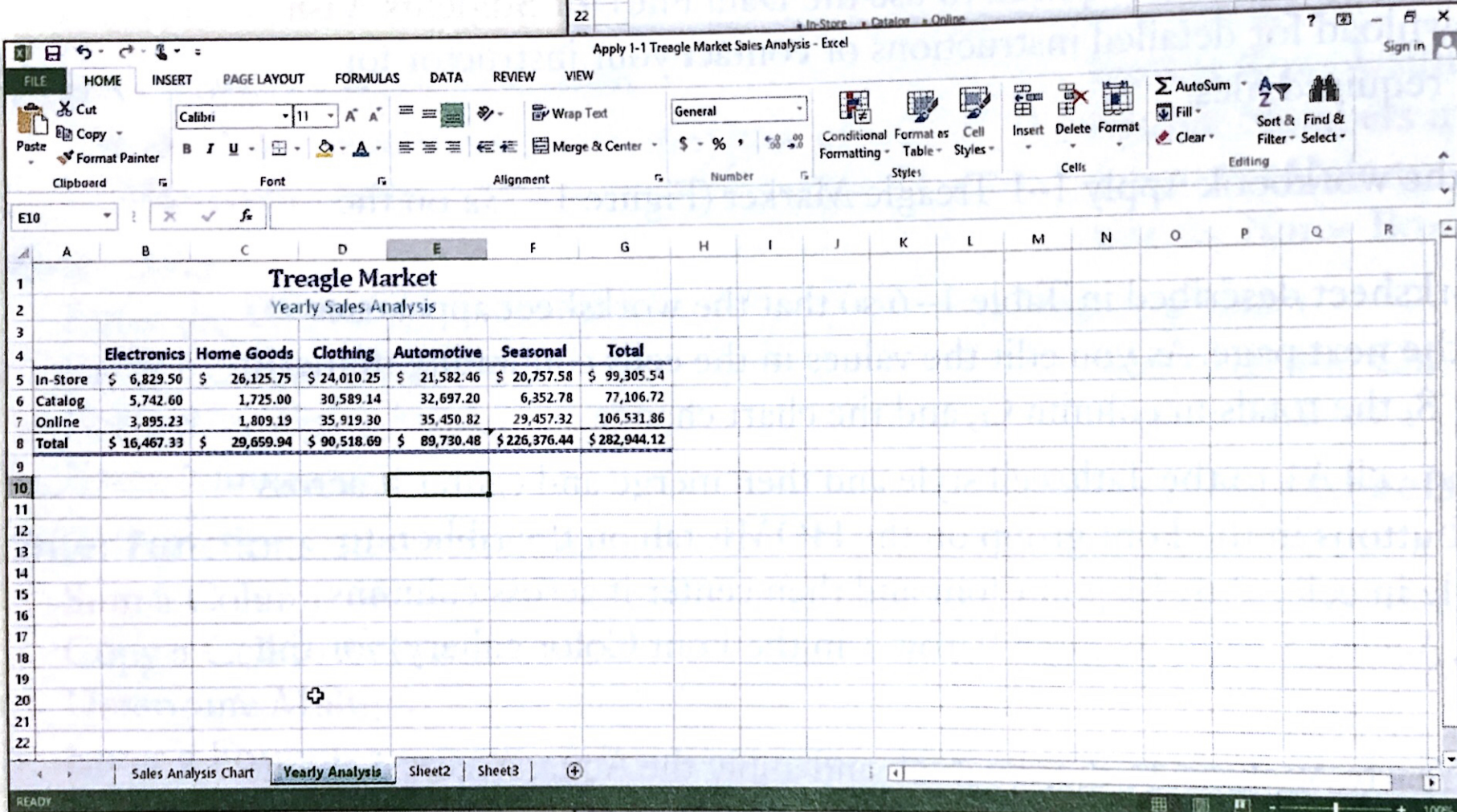
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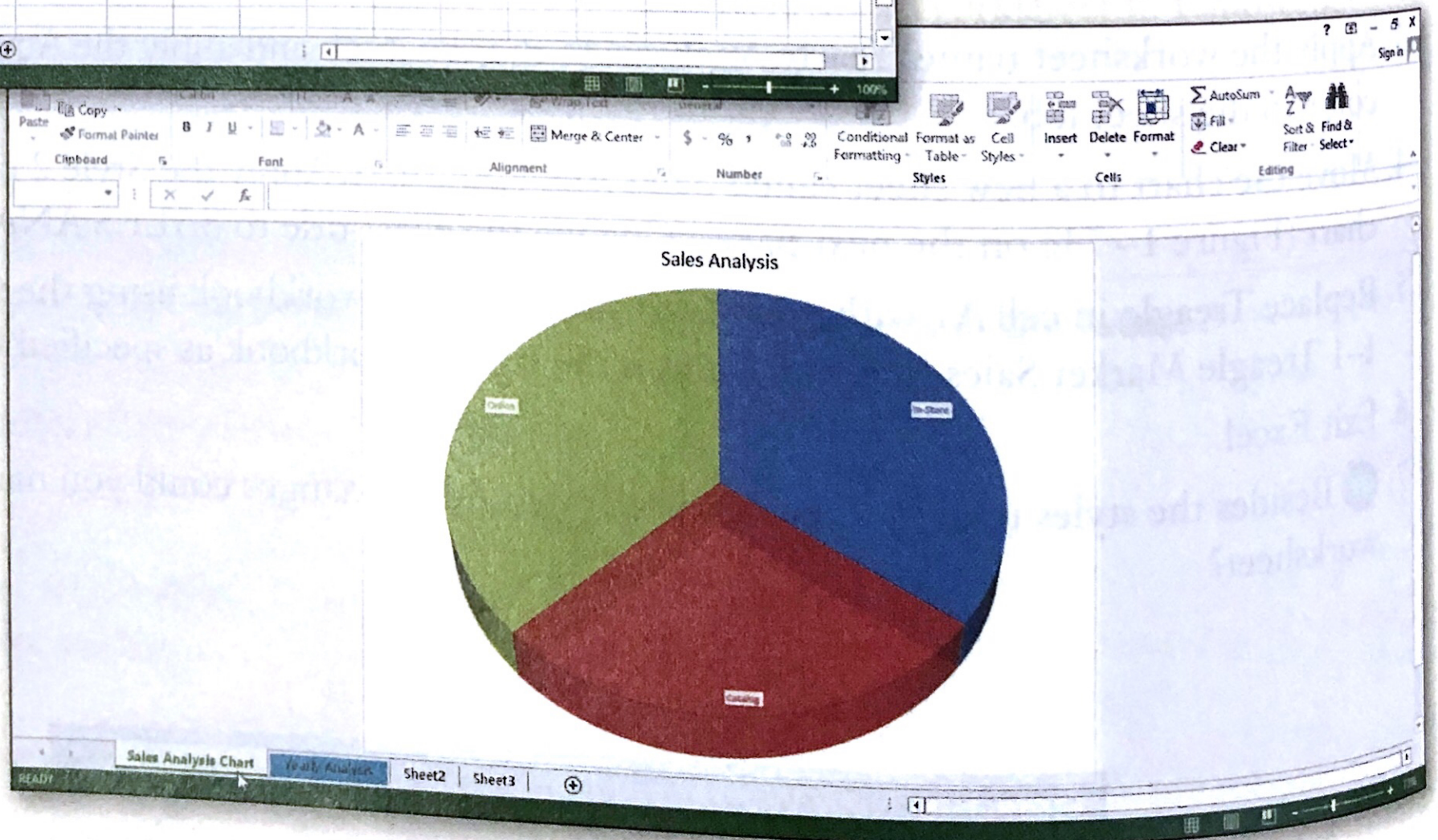
Apply Your Knowledge *continued*



(a) Worksheet before Formatting



(b) Worksheet after Formatting



(c) 3-D Pie Chart on Separate Sheet
Figure 1-73