

MC-NPL Computer Lab Microsoft Excel 2007 Proficiency Exercise

1. Open Excel
2. In Cell A1, type "Mike Schmidt".
3. Select cells A1 to H1. Merge those cells, center them, and change the font size to 24.
4. In the third row, make the following headings: Year, At Bats, Hits, Home Runs.
5. Resize column D so the heading "fits".
6. In the rows below the headers, enter the following information:

| | A | B | C | D | E | F | G | H |
|---|--------------|---------|------|-----------|---|---|---|---|
| 1 | Mike Schmidt | | | | | | | |
| 2 | | | | | | | | |
| 3 | Year | At Bats | Hits | Home Runs | | | | |
| 4 | 1980 | 548 | 157 | 48 | | | | |
| 5 | 1981 | 354 | 112 | 31 | | | | |
| 6 | 1982 | 514 | 144 | 35 | | | | |
| 7 | 1983 | 534 | 136 | 40 | | | | |
| 8 | Totals | | | | | | | |
| 9 | | | | | | | | |

7. In cell A8, type Totals.
8. In cell B8, use the Autosum button to add up the amounts in B4, B5, B6 and B7.
9. Use the fill handle to copy the formula from B8 to C8.
10. Rename this worksheet Basic.
11. Make a copy of the Basic worksheet and rename it More Info. Do the rest of your work in the More Info worksheet.
12. Select row 4 and insert a new row above it.
13. In the new row, put in the information for 1979. In that year, Mike Schmidt has 541 at bats, 137 hits, and 45 home runs.
14. Update the formulas in B9 and C9.
15. Add a new column to the left of the home runs column.
16. Give the new column a heading of Batting Record. (This should be in cell D3.) Make the heading "fit" into the column.
17. In D4, use cell referencing to create a formula that divides C4 by B4. (Hint: the 'divided by' symbol is the slash key next to the period.)
18. In cell E9, use Autosum to add up the total number of home runs hit from 1979 to 1983.
19. This information isn't very well centered under our title. Highlight our table from cells A3 to E9, and **cut** them. Click in cell C4 and **paste** them.
20. After the paste, you will need to resize two of your columns.
21. Save your workbook as Schmidt (or Schmidt.xlsx).