

Lab E-3 - - Requirements and Hints

**Advance reading:**

In the "Microsoft Excel 2003" section (code Green) of the Lab Manual read Chapter 3, pages 389 to 427, before the scheduled date of the Lab.

**Files needed:** Software Sales.xls, Software Memo.doc, Chapter 3 Practice 2.xls, Chapter 3 Mini-Case - Exploded Pie Charts.xls

(All of these are in the "Excel" folder)

(see handout: **"GENERAL NOTES ON USE OF COMPUTERS IN THE UNIVERSITY'S PUBLIC LABS"** .)

**In the Lab:** (hint use a pencil, or pen, to check off each sub-step as you do it)  
*Pay special attention to Chart Wizard's 'Step 4 of 4 - Chart Location'*

Do the "Hands-On" Exercise 1 - p.401 thru p.409. (after reviewing pp.389-400)

Hints:

-Step 1, 5<sup>th</sup> bullet - Currency, (see p.288) 3<sup>rd</sup> item from bottom, or use Format on the menu. For the Red Border you will have to use the menu Format.

Reread pp410-412, then

Do the "Hands-On" Exercise 2 -(p.413 thru p.418)

Do the "Hands-On" Exercise 3 -(pp.420-426 (**Read page 419 before starting**))

Hints: -Step 1, Just double click on the file Software Memo.doc that you had dragged in to your Home Directory.

**Put your name in the 'From:' part of the memo instead of 'Heather Bond'**

-Steps 2,3,4,5 - Note that the **Paste Special** command, not the Paste, is used in these steps. You must click Edit on the menu for this.

**General Recommendation: Before pasting: hit the "Enter" button about 10 times, then move your mouse up to where you want to do the pasting. This will give you better control when moving an image in a page,**

-Step 5, The chart, when pasted into the Word document, may appear on a second page. After resizing it to a smaller size it can be moved to the first page for further placement and sizing.

If necessary use File>Page-Setup and change bottom margin to 0.5".

Do "Practice" Exercise 2 on page 431 file: Chapter 3 Practice 2.xls .

(\*\*) See footnote below

Do "Mini-Case" Exploded Pie Chart page 438 file: Exploded Pie Chart.xls .

**Practice Exercises & Mini Cases account for 60% of Lab Grade**

**Turn in to Prof. London:**

Print and turn in documents as instructed at the following places:

- 1.- Page 418, Step 6
- 2.- Page 426, Step 7 Make sure that the memo comes from you.
- 3.- Page 431, Practice Exercise 2
- 4.- Page 438, Mini Case Exploded Pie Chart

**Staple all sheets together, Put the memo sheet with your name on top.**

(\*\*)Parts e & f are each created with the same highlighted cells. The only difference in creating the two charts is in **Step 2** of the wizard by selecting "Rows" for one and "Columns" for the other in the Data Range. (By clicking on each you will see the difference.) You will create two separate charts, using "Rows" for one chart and "Columns" when you create the other.

Rev 09/2006