

BTM 200 EXCEL assignment

EXCEL Part A

1. *Merge Workbooks*

1. In the Excel Options Dialog box
2. Choose commands from List
3. Click **compare and merge workbooks**
4. Click **Add**
5. Click **OK**
6. Look @ quick access tool bar (Little circle)
7. Click **little circle**
8. The select files to merge into Current Workbook dialog opens
9. Click **“SJL Employee data User 2. xlsx”**
10. Click **OK**
11. Task complete

2. *Fill Adjacent cells with formulas*

1. Click cell **“B17”**
2. Position mouse on the corner on the right to make a plus sign
3. **Drag the mouse until cell “D17”**
4. Excel then copies the formulas into those cells and the results are calculated
5. Task Complete

3. *Select the data source for a chart*

1. Click and drag to **select cells from B6:D13**
2. This selects a certain amount of information from the chart, not everything all at once
3. Task Complete

4. *Create a formula using structured references*

1. In cell **I4** type **=[Salary]+[Bonus]**
2. Excel highlights the columns that were mentioned in the formula
3. Press enter
4. Task Complete

5. *Enter data using data form*

1. Quick access tool bar click the “**Form**” button (small blue table with 2 small sub sections)
2. Click “**New**”
3. In the fields type (in this exact order) - **2016-6** → TAB → **Natasha Yin** → TAB → **lifeguard** → TAB → **5/20/16**
4. Click “**Close**”
5. Task Complete

6. *Link an Excel chart to a powerpoint slide*

1. Click the “**Clipboard/Copy**” in the Ribbon (Home tab, all the way on the left)
2. Click “**Power point**” on the Task bar
3. In Powerpoint, click the “**Paste ARROW**” in the ribbon
4. Click the MIDDLE icon called “**use destination theme and link data**” Button
5. The Excel chart is then pasted into the PPTX
6. Task Complete

7. *Create a line chart*

1. Select all the data that you want to be transformed into a line chart* (comp does this for you)
2. Click the “**Insert tab**” on the ribbon
3. In the “Charts group” click the “**Insert Line**” button (squiggly lines icon)
4. Under 2-d Line, click the “**1st 2D line type Icon**”
5. The chart will then appear
6. Task Complete

8. *Create a formula using VLOOKUP function*

1. Type =**VLOOKUP(F5,J5:K8,2)** in cell H5
2. Press “**Enter**”
3. Task Complete

9. *Add a data table to a chart*

1. Click the “**Plus sign**” on the upper right corner of the chart
2. Chart elements are displayed
3. Click “**Data table**”
4. The chart data table will then be displayed under the chart
5. Task Complete

10. Modify Chart Axis options

1. Click the plus sign on the upper right corner of the bar chart called “**Charts Elements**”
2. Chart elements appear
3. Point to axis
4. Click the “**Axes Arrow**”
5. Click “**More Options**”
6. Format axis pane opens
7. In the axis option section click on “**Maximum**”
8. Modify the maximum value displayed, input “**1000**”
9. Unit section, select “**Major**”
10. Modify it to a major of “**100**”
11. Click the “**X**” in the upper right corner of the pane
12. Task Complete

EXCEL PART B

11. Select the data source for a chart

1. Click and drag to “**select the range B6:D13**”
2. This selects a certain amount of data
3. Task Complete

12. Create a PivotTable

1. Click the “**Insert**” tab on the Ribbon
2. In the tables group click the “**Recommended PivotTable**”
3. PivotTable dialogue box appears
4. Click the “**sum of February**” on the left hand side of the box
5. A preview appears
6. Click “**OK**”
7. Excel inserts the new pivotTable in a **NEW** spreadsheet
8. Task Complete

13. Create a line chart

1. Click the “**Insert**” tab on the Ribbon
2. In the Charts group, Click the insert “**Line Chart**” (squiggly button).
3. Under 2-D line, click on the “**Top Left icon**”
4. Task Complete

14. Create a PivotChart

1. Click the “**Insert**” tab on the Ribbon
2. In the charts group, click on the “**Recommended Charts**”
3. Make sure that the Cluster column option is selected
4. Click “**OK**”
5. Task Complete

15. Modify PivotTable field properties

1. Under the Pivot table tools, click “**Analyze**”
2. In the Active Field Group click “**Field Settings**”
3. In Custom name Type “**Q1**”
4. Click “**Number format**”
5. On the left hand side, click “**Accounting**”
6. Click “**OK**”
7. Click “**OK**”, (yes twice)
8. Task Complete

16. Add a slicer to a PivotTable

1. Under the Pivot table tools, click “**Analyze**”
2. In the filter group, click the “**Insert Slicer**” button
3. In the insert slicers dialogue box, click the “**Category box**”
4. Click “**OK**”
5. Excel adds a slicer with all the categories
6. Click the “**Daycare**” button to insert it
7. Results only for the daycare category appear
8. Task Complete