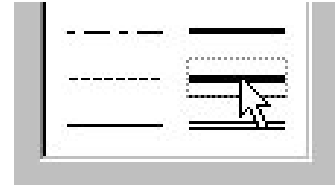


Line Styles/Colors

The first area that you need to look at is the line style. You can choose the type (Dotted or solid) as well as the thickness. A gray box will appear around the style that is currently selected.

1. Select the thicker line style picture below by clicking on it.



The next area that needs attention is the line color.

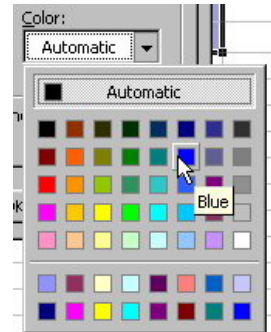
Beneath the line style box you will see a box for color. The default color is set to **Automatic**. **Automatic** is relative according to the context that you are using it in – sometimes it could be blue, sometimes it could be black.

For an example – when you reply in e-mail the reply text is usually in blue. Blue is the automatic text color for e-mail replies. You can change that color though – just as you can in Excel.

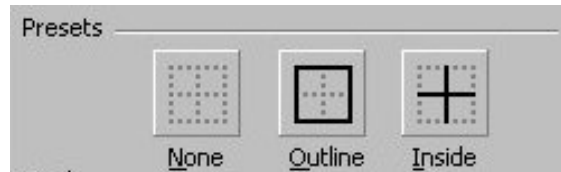
2. Click the down arrow next to the color text box.

A list of available colors will drop down.

3. Choose the color blue as shown in the picture by clicking on the color square.



Within the **Format Cells** window you have many choices for creating borders. You can go with a preset type of border arrangement – or you can create a border all your own. There are three preset choices – no frame, outline frame, and inside frame.



4. Click the **Outline** frame preset.
5. Click the **OK** button to confirm the frame border changes.

8	Stamps
9	Vending Machine
10	Internet Access

Excel Skills Builder #1

1. Create a spreadsheet that contains the following information:

	A	B	C	D	E	F	G	H	I	J	K	L
1	Summary of Charges for Year 2000:						Summary of Charges for Year 2001:					
2												
3	January		\$85.00					January		\$200.00		
4	February		\$130.00					February		\$300.00		
5	March		\$100.00					March		\$220.00		
6	April		\$65.00					April		\$130.00		
7	May		\$50.00					May		\$65.00		
8	June		\$35.00					June		\$50.00		
9	July		\$20.00					July		\$45.00		
10	August		\$25.00					August		\$30.00		
11	September		\$30.00					September		\$25.00		
12	October		\$60.00					October		\$65.00		
13	November		\$75.00					November		\$85.00		
14	December		\$100.00					December		\$120.00		
15												

2. In cell C17 create a total for the year 2000 charges.
3. In cell J17 create a total for the year 2001 charges.
4. In cell C20 calculate the average for year 2000 charges.
5. In cell J20 calculate the average for year 2001 charges.
6. In cell G20 calculate the difference between the year 2000 charges and the year 2001 charges.

Answer these questions:

- What would the year 2000 total be if the charges for January were changed to \$150.00?
- What would the year 2001 total be if the charges for July were reduced to \$25.00?

Creating a Chart

A chart is a graphical representation of data.

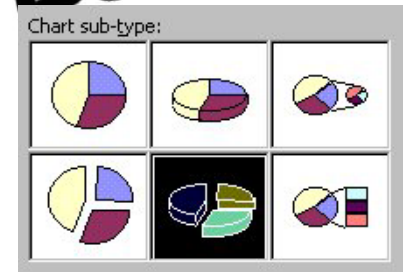
Excel has many different kinds of charts such as column, bar, line, pie, area, surface, radar, bubble, stock...and more!

1. Click the **Chart** button on the Excel toolbar to start the **Chart Wizard**.
2. The **Chart Wizard** will appear with two tabs – **Standard Types** and **Custom Types**.



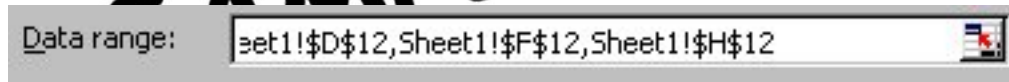
Click on the **Standard Types** tab.

3. With the **Chart Types** section, click on **Pie**.
4. Within the **Chart Sub-Type** section, select the **Exploded Pie** option.
5. Click the **Next** button to continue.



The next screen will appear with two more tabs – the **Data Range** tab and the **Series** tab. This is where you select the range of cells that contain the data that you want to chart.

6. Click inside cell **B12**.
7. Hold down the **[CTRL]** key on the keyboard.
8. While holding down the **[CTRL]** key, click inside cells **D12**, **F12**, and **H12**.



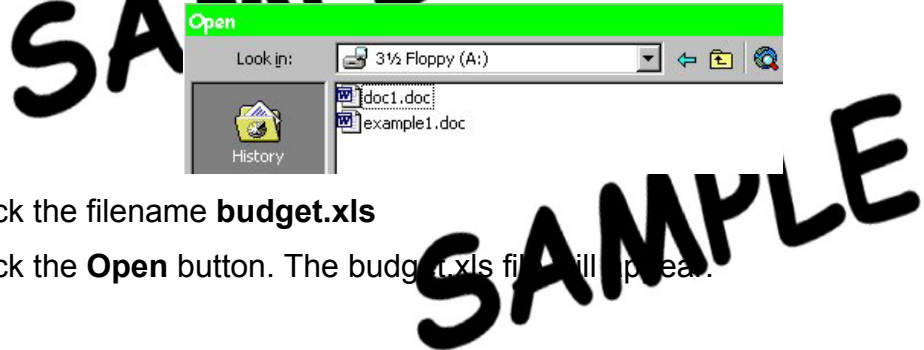
9. There will be two white circles (radio buttons) within the **Series In** section. Click in the white circle next to the word **Rows**.



10. Click the **Next** button to continue.

To get the floppy drive to appear in the look in text box:

- Click the **down arrow** next to the **Look In** text box.
A list of alternative options will appear.
- Click on **3 ½ Floppy (A:)**.
Once you've clicked it, **3 ½ Floppy (A:)** will appear in the **Look In** text box.
All files contained on the floppy drive will be listed.



- Click the filename **budget.xls**
- Click the **Open** button. The **budget.xls** file will appear.

Moving Around in the Spreadsheet

A spreadsheet can have many rows and columns, but only a limited amount can be shown on the screen at one time. You need to know how to move around in a spreadsheet to see sections of the sheet that aren't being shown, to choose which cell you are going to put information into, and to find information that you need.

On the open spreadsheet you will see a black border (selection box) around whichever cell you are currently on.

Click various cells within the spreadsheet and watch the border move to wherever you click.

