

Project 1-3: Entering Data

You will create an Excel worksheet containing a list of items sold at a recent garage sale. Excel's tools for quick data entry speed up the process.

1. Create a new workbook. Click the File tab, choose Save, navigate to Excel01lessons folder, and name the workbook Sale_Items_1.
2. In cell A1, type Item. Press Tab.
3. In cell B1, type Cost. Press Tab.
4. In cell C1, type Quantity. Press Tab.
5. In cell D1, type Total Cost. Press Return to move the cursor to A2.
6. Type each of the following item names and press Return after each: sneakers, shirt (L), shirt (S), books. The last entry will appear in A5.
7. Click in B2, type \$5, and press Return.
8. Type \$2, then click on the small handle at the lower right of the selected cell, called the AutoFill handle, and drag it down to B5. All three cells will display \$2.
9. Click in cell C2, then click in the Formula bar and type 2.
10. Hit Return. Type the following values, hitting Return after each one: 1, 3, 10.
11. Save the file and close the workbook.