

Project 4-1: Basic Formulas

In this exercise you will build formulas using text, numeric data, and cell references.

1. Open the practice file 2013_output and save your document as project_4-1_formulas.
2. In cell F3, type =SUM(.
3. Select cells B3:D3 and type).
4. Drag F3's AutoFill handle down to reuse its formula in F4:F13.
5. Select B15 and use the AutoSum > Sum command over the range B3:B13.
6. Drag B15's AutoFill handle to C15.
7. Select cell C15 and press Ctrl+C to copy.
8. Select D17 and press Ctrl+V, then edit D17's formula to =SUM(D3:D13).
9. Select F19 and click AutoSum.
10. Select B23 and add the formula =COUNTA(A3:A13).
11. Click B24.
12. Type =. Click cell F19. Type /. Click cell B23. Press Return.
13. Save and close your document.

Project 4-2: Range Names

In this exercise you'll create named ranges for ease of use.

1. Open the project file 4-2-source and save it as project_4-2_range_names.
2. Press Ctrl+A and change the fill color to No Fill.
3. Select B3:D3.
4. Click Formulas > Define Name and name the range AstridSales. Note that AstridSales appears in the Name Box.
5. Select B3:B13 and name the range JanJunSales.
6. Do the same for C3:C13 (JulDecSales) and D3:D13 (OnlineSales).
7. Open the Name Manager. Double click the Astrid entry and add a comment ("label not included").
8. Close the Name Manager.
9. Save and close your document.