

Excel Tutorial

1. Start a new Excel spreadsheet
2. Type in the following information. Adjust column widths
- 3.

		Columns				
		A	B	C	D	E
Rows	1	Ticket Sales				
	2		Show 1	Show 2	Show 3	Total
	3		3-Jan	456	321	420
	4		10-Jan	400	452	221
	5		17-Jan	312	250	305
	6		21-Jan	254	854	454
	7		28-Jan	621	632	678
	8	Monthly Total				

4. Highlight Ticket Sales. Change the font and size
5. Highlight column titles (Show1, Show2, etc.). Change the color and center
6. Create a formula to create a monthly total for each show. Be sure to be in the appropriate cell. You can either use...
 $=\text{Sum}(B3:B7)$ OR $=(B3+B4+B5+B6+B7)$
 Finish formulas for Show 2 and Show 3...or copy and fill
7. Create formulas for the Total column in Column E.

8. Chart the ticket sales for each show. Start by highlighting A2 – D7. Click on Chart Wizard
 - A. Choose a column chart. Click Next
 - B. Click on Rows instead of columns. Click Next
 - C. Type in *Ticket Sales* in the Chart Title box. Click Next.
 - D. Click the button "as new sheet". Title it Ticket Sales. Click Finish.

Adjust column width

- ✓ Click on column you wish to adjust
- ✓ Format/Column
- ✓ AutoFit or Width

OR

- ✓ Move your cursor between the 2 columns until you get the double-headed arrow

headed arrow 

- ✓ Click and drag

Change font type, size, color, etc.

- ✓ Highlight text
- ✓ Format/Cells/Font

OR

- ✓ Change from toolbars

Copy and fill

- ✓ Select the cell that contains the formula
- ✓ Drag down and highlight all cells you wish to copy the formula to
- ✓ Edit/Fill...choose Down or Right

OR

- ✓ Drag down from the cell with +

cursor 