

# Comp 156 Excel Lab Assignment 1

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## Workbook 1

### Note

When you are done, your spreadsheet should work the same as the protected worksheet **Budget\_Ken\_Anderson.xlsx**.

### Instructions

1. Open Excel and start on a blank workbook.
2. Save the workbook as **Budget\_firstname\_lastname** (using your name).

### Sheet 1 Spreadsheet Completion Information

3. In the sample spreadsheet (**Budget\_Ken\_Anderson.xlsx**), I've changed the colour of each cell that contains a formula. Ensure that your spreadsheet includes formulae in the same cells.
4. Your spreadsheet must include the SUM function.
5. Estimated expenses for each of the months February – June is calculated using the Annual Inflation Rate. Note that this is an annual rate, not a monthly rate; your formula must take this into account.
6. Income, minus Expenses, is Net Income.
7. Change the font colour on all cells containing a formula to **Red, Accent 2, Darker 25%** (row 5, column 6). To identify all cells that contain a formula, select all cells (**Ctrl + A**), and then press **Ctrl + `** (that “`” is the accent mark below the tilde on the key above the left Tab key on your keyboard). To display values, press Ctrl + ` again.
8. Note the different formats used on different values.
9. The **2009 Estimated Total Expense Breakdown** chart uses:
  - a chart type of **Pie in 3-D** (second Pie type)
  - a chart style of **Style 2** (first row, second column)
10. The 2009 Actual Net Monthly Income chart uses:
  - a chart type of **Line with Markers** (fourth Line type)
  - a chart style of **Style 2** (first row, second column)
11. Rename **Sheet1** to **Budget**.

### Cell Formats

- Format of most cells: Arial 8, black on white
- Cell A1 format: Arial 16, bold, white on Olive Green, Accent 3, Darker 25% (row 5, column 7)
- Cells A2 and A37 format: Arial 8, white on Olive Green, Accent 3, Lighter 40% (row 4, column 7)
- 2009 Estimated Total Expense Breakdown Chart
  - fill colour: Tan, Background 2, Darker 25% (row 3, column 3)

- legend font size: 14
- **series 1 data labels** (%'s in chart) font colour: **white, 12 point** and **bold**.

### *Sheet 2 Spreadsheet Completion Information*

12. Rename **Sheet2** to **Loan**, and open the loan sheet.
13. Your spreadsheet must include the **PMT** function.
14. For the purposes of this assignment, total cost of a loan is the number of payments times the monthly payment.

### *Cell Formats*

- Cells B2:E2 alignment: Wrap text.
- Columns B to E: cell width somewhere between 65 and 70 pixels

15. Save your work, close Excel.

### *Submit the assignment to me by email.*

1. The subject line is Lab **8 Section # First name Last name**
2. Attach the **Budget\_Firstname\_Last name.xlsx** file .
3. In the email message list at least 5 things you learned in Excel doing this assignment.
4. Please include in your email anything that you believe needs additional explanation.