

**EXCEL REFRESHER EXERCISE (rev. 06)
for Excel Intermediate Training Workshop**

Create and Name Workbooks

Create 3 workbooks and name the workbooks:

- Spring2006
- Summer2006
- Fall2006

Create and Name Worksheets

Rename worksheets in Spring2006 workbook:

- Jan06
- Feb06
- Mar06

Add Worksheets using Copy feature

Create six more new worksheets using the Copy feature

Rename the worksheets:

- Jun06
- Jul06
- Aug06
- Sept06
- Oct06
- Nov06

Move Worksheets to another Workbook

Move Jun06, Jul06, and Aug06 worksheets to Summer2006 workbook

Move Sept06, Oct06, and Nov06 worksheets to Fall2006 workbook

Format Cells

Go to Spring2006 workbook and enter the following labels and values:

	Dept ID	Equipment	Travel	Personnel	Total
Dept 1	1234	\$ 5,500.00	\$ 10,000.00	\$ 30,500.00	
Dept 2	5678	\$ 15,000.00	\$ 2,020.00	\$ 60,900.00	
Dept 3	9012	\$ 9,200.00	\$ 4,500.00	\$ 100,000.00	

Copy using Fill Handle

Go to Dept 3. Click on Fill Handle and drag to add additional depts. (up to Dept 30)

Copy using Cut and Paste

Select the cells containing values (budget figures) and use the Cut and Paste feature to copy them to the next 3 dept (a quick way of adding practice data)

Select the six rows/3 columns of values and use the Cut and Paste feature to copy them to the next 6 dept. Repeat process till all 30 depts. have values in their cells

Create a Formula

Go to the “Total” cell for Dept 1

Create a formula to add the equipment, travel, and personnel figures for Dept 1

Copy a Formula

Click the fill handle for Dept 1 Total and drag it down to copy the formula for the remaining depts.