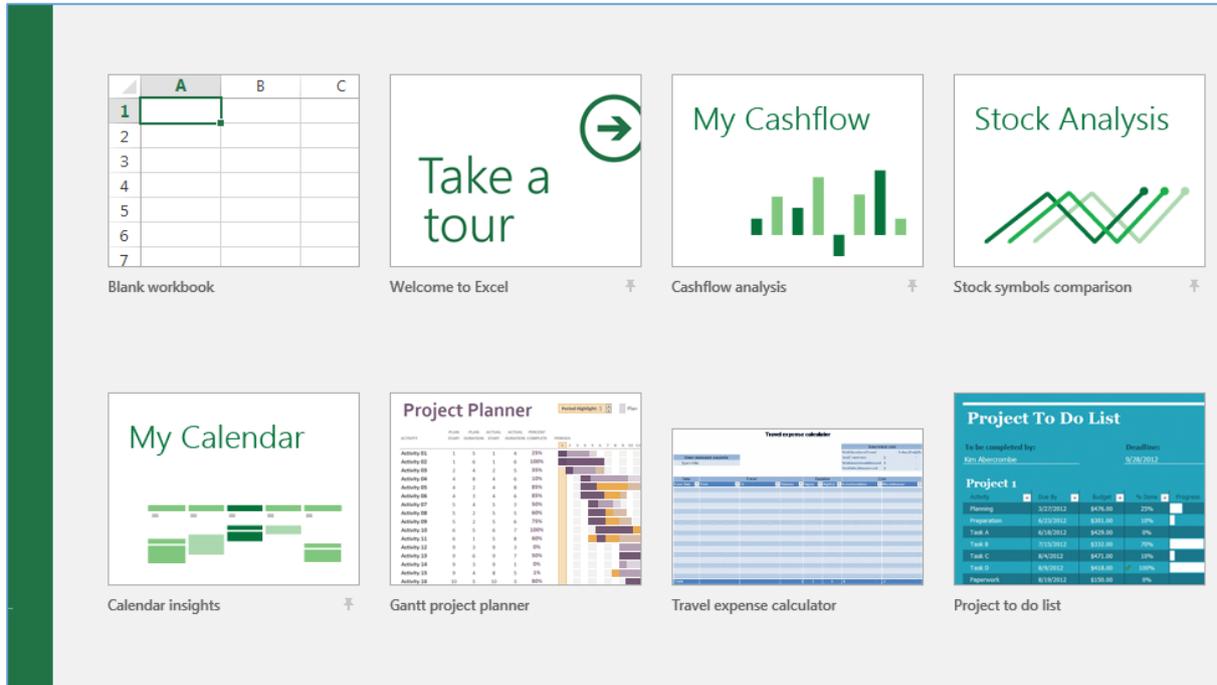# Excel tasks

1. Open a workbook

Open a blank workbook from the available templates – note that your screen may show something different to that shown below, but the blank workbook should be shown regardless
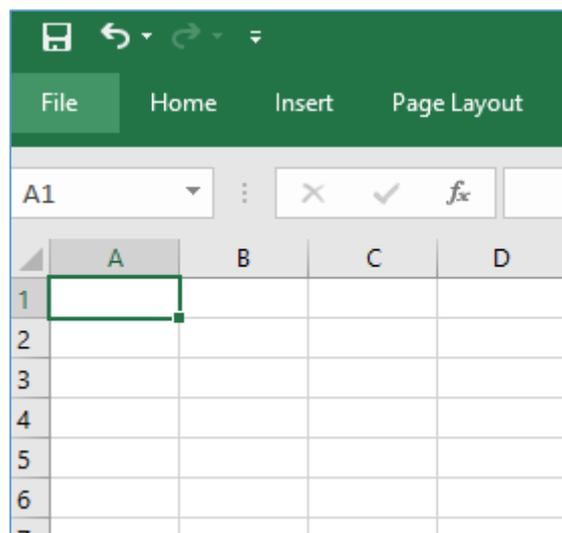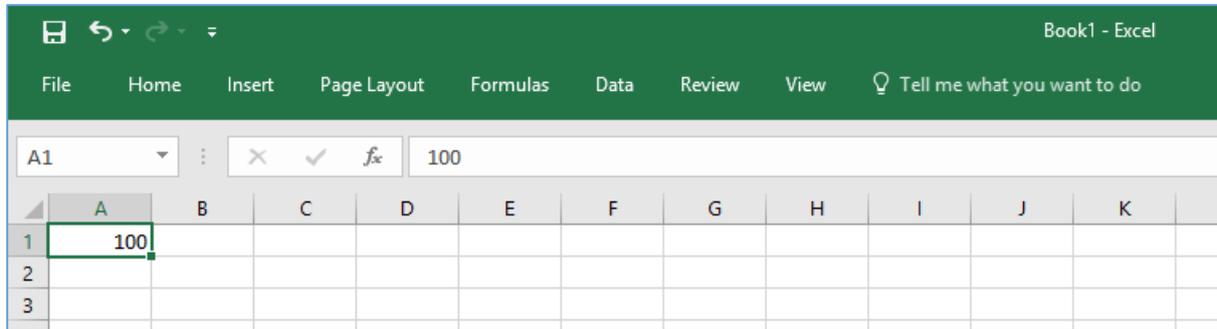

Save the workbook as Excel Practice File → Save As

2. Enter numerical data

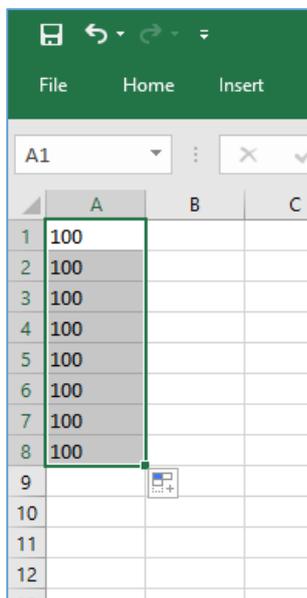Click in the top left hand cell in the worksheet

The highlighted cell has a reference number of A1. A for column and 1 for row. This reference number appears in the drop down box on the right hand side of the screen.

When something is entered into this cell, the text also appears in the ƒx (function) bar

Enter '100' into the A1 cell.

To copied or sequential numbers to a column or row hover the cursor over the small green square in the bottom right hand side of the cell. When the cursor turns to a cross (**+**), left click on the mouse, hold it down and drag down or across as many cells as you want to fill.
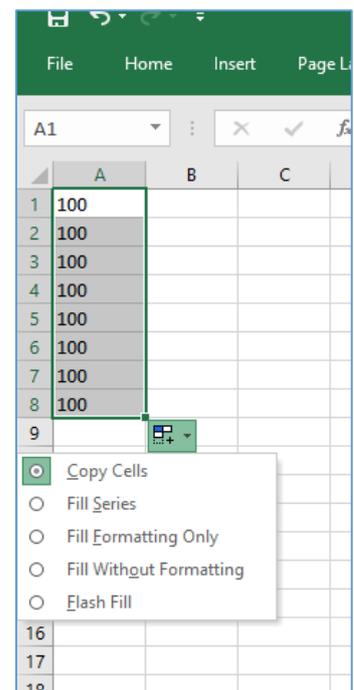
Click on the autofill icon which appears at the right hand bottom corner of the group of cells and select the type of data you want to fill the cells with.

3. Format numerical data

The format of data entered as a number into a cell in excel can be changed.

Highlight a cell or cells, right click on the mouse and select 'format cells'.

In the 'number' tab, click on each of the options, and view the example in the 'sample' box, and the description.
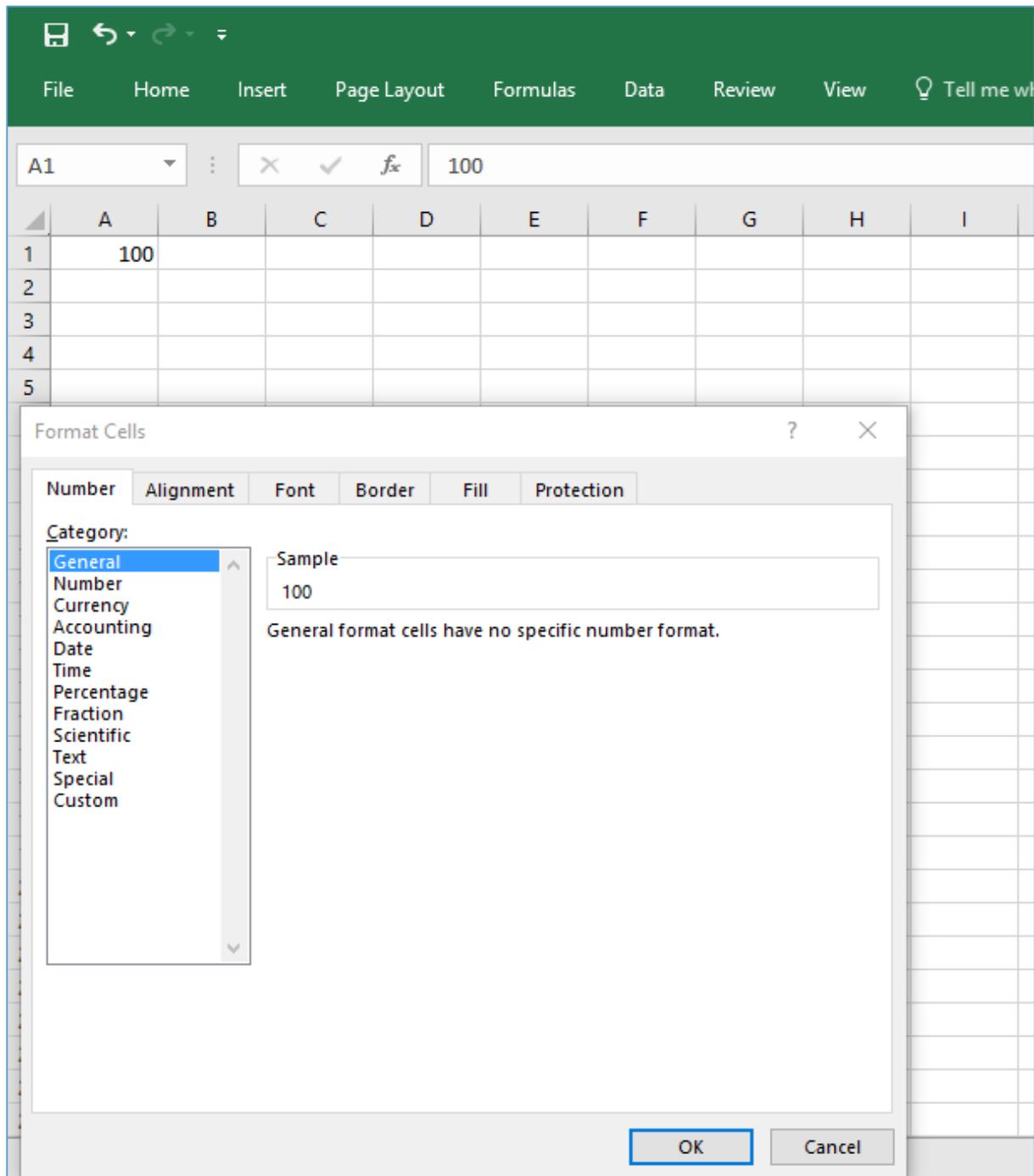
4. Insert a column

To insert a column, click on the letter at the top of the column.

Right click on the mouse and select 'insert' to add a new column to the right of the column.
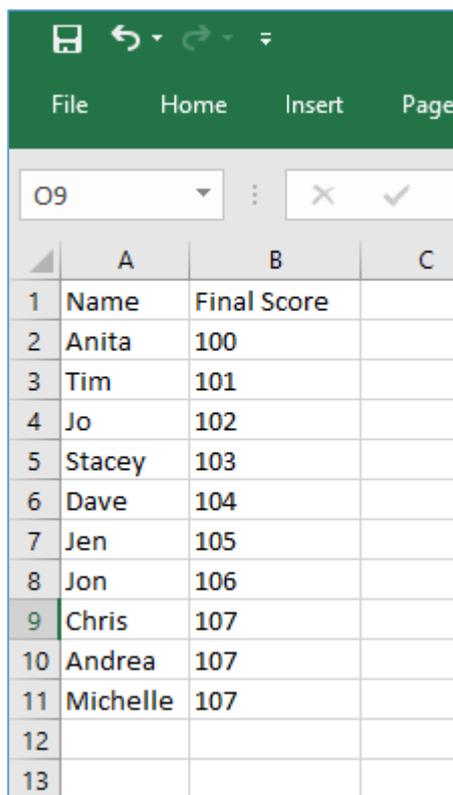
The data already entered has now moved to column B

5. Enter text data

Text data is entered in the same way as numerical by typing in the cell or function cell.

Text can now be added in column A

Have a go

	A	B	C
1	Name	Final Score	
2	Anita	100	
3	Tim	101	
4	Jo	102	
5	Stacey	103	
6	Dave	104	
7	Jen	105	
8	Jon	106	
9	Chris	107	
10	Andrea	107	
11	Michelle	107	
12			
13			

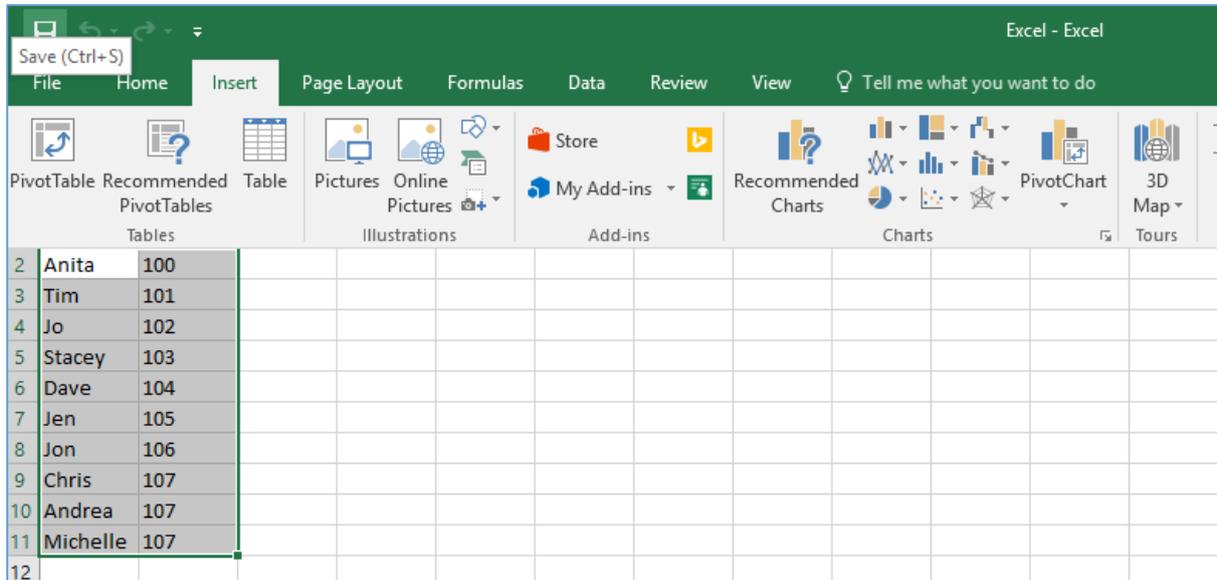Enter the data as shown into your worksheet.

Add headings to the data – in this example the text data in column B 'Final Score' will become the chart title.

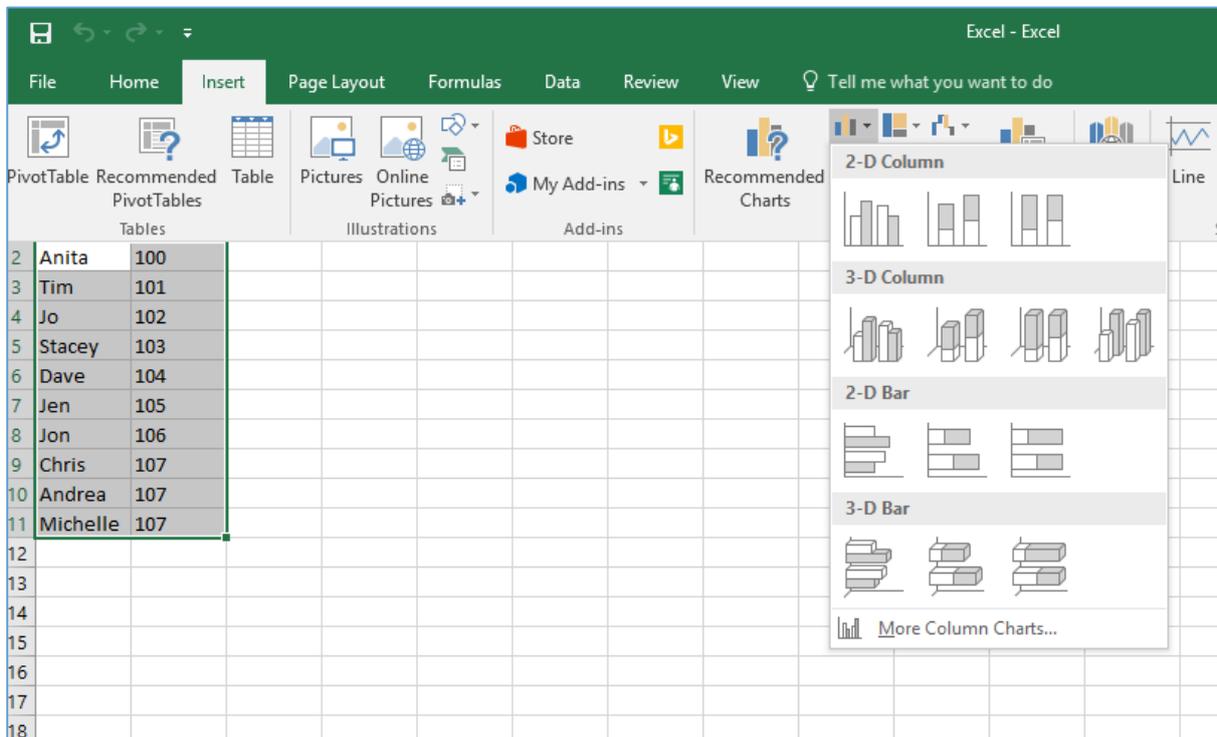The chart, including the title, can be modified after it is created.

6. Graph data

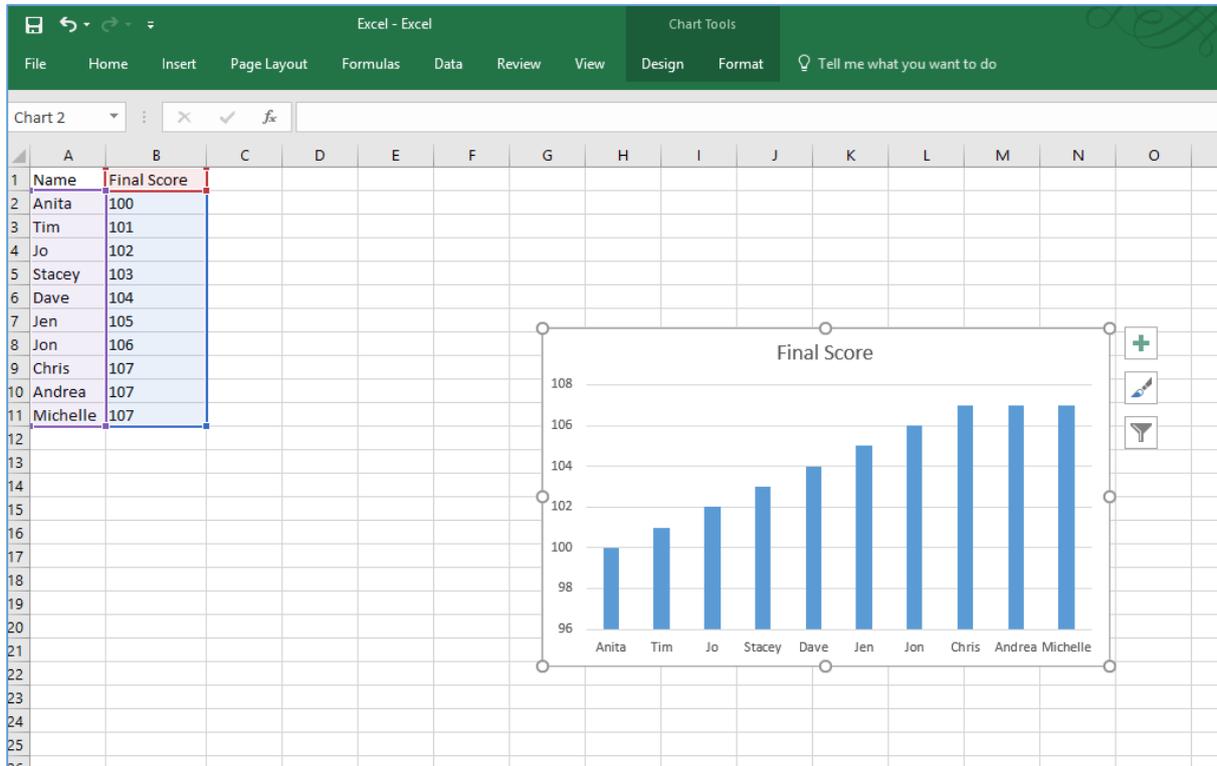Graphs are an excellent way to show the relationship between data in a visual way.
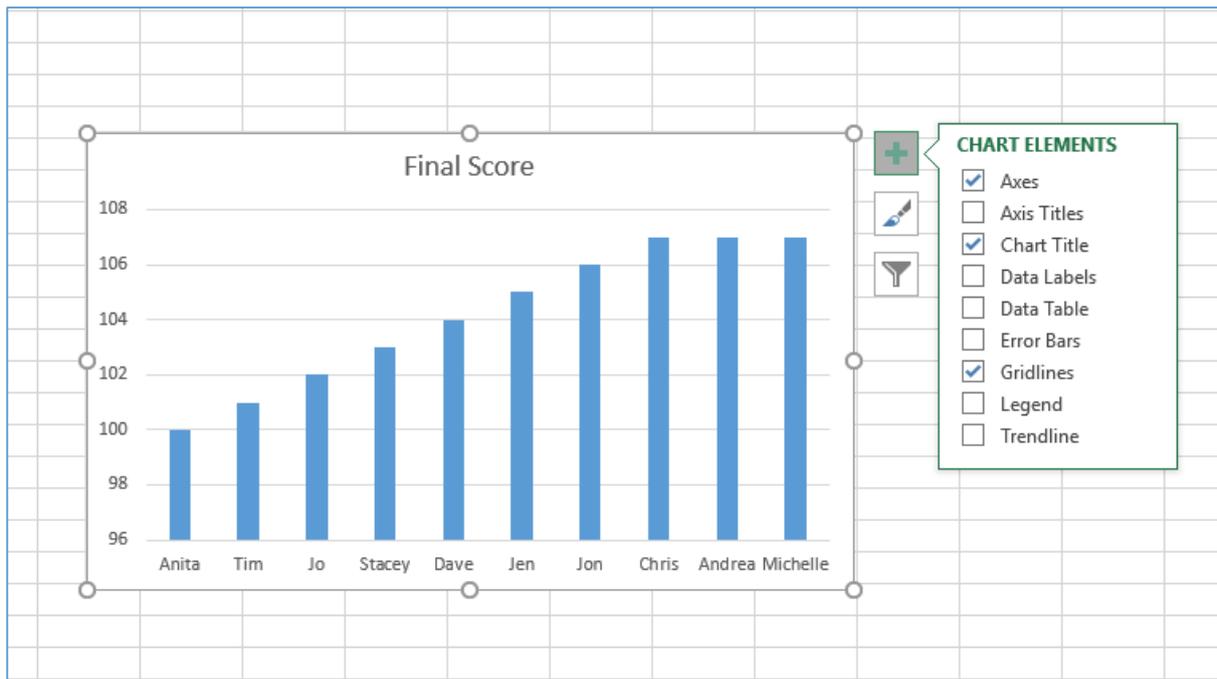
Select the text

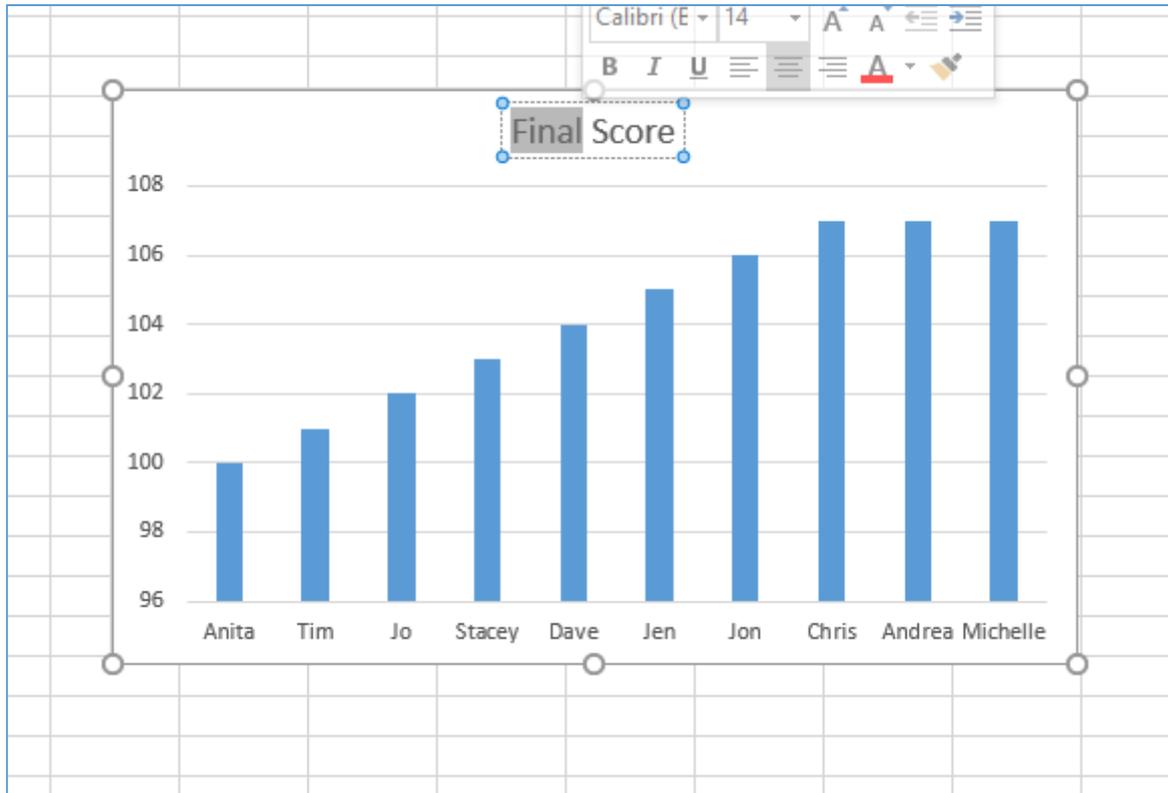On the insert tab, choose the type of chart from the options

When you select a chart, a graph using the data you have highlighted will appear on the worksheet

Choose which elements you want to see on your chart by ticking or unticking options in the pop up box

Click on a chart element to edit it

Have a go:

Create the graph and experiment with the different edit options to see what you can do

Activity:

1. Click on Sheet 2 to move to a blank worksheet
2. Enter the series of numbers in the table below into column A from cell A2 down
3. Save the worksheet (file – save).

15
64
78
85
89
4
87
9

4. Add a column of text to the right – your choice of context.
5. Make sure you add suitable headings in cell A1 and B1
6. Create and edit a chart.