

Create

USE IT + Excel Testing

Contents

1	Cells.....	3
2	Worksheets.....	3
3	Sort.....	3
4	Filter.....	4
5	Functions.....	4
6	Charts.....	5
7	Groups and Subtotals.....	5
8	Tables.....	5
9	Conditional Formatting.....	5
10	Frames.....	6
11	Pivot Tables.....	6



1 Cells

1. Open an existing Excel 2013 workbook. If you want, you can use our practice workbook.
2. Modify the width of a column. If you are using the example, use the column that contains the players' first names.
3. Insert a column between column A and column B, then insert a row between row 3 and row 4.
4. Delete a column or a row.
5. Move a column or row.
6. Try using the Text Wrap command on a cell range. If you are using the example, wrap the text in the column that contains street addresses.
7. Try merging some cells. If you are using the example, merge the cells in the title row using the Merge & Center command (cell range A1:E1).

2 Worksheets

1. Open an existing Excel workbook. If you want, you can use the practice workbook.
2. Insert a new worksheet and rename it. If you are using the example, title the new worksheet April.
3. Delete a worksheet. If you are using the example, delete the blank worksheet named Sheet 4.
4. Move a worksheet.
5. Copy a worksheet.
6. Try grouping and ungrouping worksheets. If you are using the example, group the January and March worksheets. Try entering new content in the January worksheet, then notice how it appears in the March worksheet.

3 Sort

1. Open an existing Excel workbook. If you want, you can use our **practice workbook**.
2. **Sort a worksheet** in ascending  or descending  order. If you are using the example, sort by **Homeroom #** (column A).
3. Sort a **cell range**. If you are using the example, sort the cell range in the cell range **G2:H6** from highest to lowest by **Orders** (column H).
4. Add a **level** to the sort, and sort it by **cell color**, **font color**, or **cell icon**. If you are using the example, add a second level to sort by **cell color** in column **E**.

5. Add another level, and sort it using a **custom list**. If you are using the example, create a custom list to sort by **T-Shirt Size** (column **D**) in the order of Small, Medium, Large, and X-Large.
6. Change the **sorting priority**. If you are using the example, reorder the list to sort by **T-Shirt Size** (column **D**), **Homeroom #** (column **A**), and **Last Name** (column **C**).

4 Filter

1. Open an existing Excel workbook. If you want, you can use our practice workbook.
2. Apply a filter to a column. If you are using the example, filter the Type column (column **B**) so it displays only laptops and cameras.
3. Add another filter by searching. If you are using the example, search for EDI brand equipment in the Equipment Detail column (column **C**).
4. Clear both filters.
5. Use an advanced text filter to view data that does not contain a certain word or phrase. If you are using the example, display data that does not contain the word saris (this should exclude all Saris brand equipment).
6. Use an advanced date filter to view data from a certain time period. If you are using the example, display only the equipment that was checked out in September 2013.
7. Use an advanced number filter to view numbers less than a certain amount. If you are using the example, display all items with an ID# below 3000.

5 Functions

1. Open an existing Excel workbook.
2. Create a function that contains one **argument**. If you're using the example, use the **SUM** function in cell **B16** to calculate the total quantity of items ordered.
3. Use the **AutoSum** command to insert a function. If you are using the example, insert the **MAX** function in cell **B17** and use the cell range **D3:D10** for the argument to find the most expensive item that was ordered.
4. Explore the **Function Library**, and try using the **Insert Function** command to search for different types of functions.

6 Charts

1. Open an existing Excel workbook. If you want, you can use our practice workbook.
2. Use worksheet data to create a chart. If you are using the example, use the cell range A1:F6 as the source data for the chart.
3. Change the chart layout. If you are using the example, select Layout 8.
4. Apply a chart style.
5. Move the chart. If you are using the example, move the chart to a new worksheet named Book Sales Data: 2008-2012.

7 Groups and Subtotals

1. Open an existing Excel workbook. If you want, you can use our **practice workbook**.
2. Try **grouping** a range of rows or columns together. If you are using the example, group columns **D** and **E**.
3. Use the **Show** and **Hide Detail** buttons to hide and unhide the group.
4. Try **ungrouping** the group. If you are using the example, **ungroup** columns **D** and **E**.
5. **Outline** your worksheet using the **Subtotal** command. If you are using the example, outline by **T-shirt size**.
6. **Remove subtotaling** from your worksheet.

8 Tables

1. Open an existing Excel workbook. If you want, you can use our **practice workbook**.
2. Format a range of cells as a **table**. If you are using the example, format the cell range **A2:E13**.
3. **Add** a row or column to the table.
4. Choose a new **table style**.
5. Change the **table style options**. If you are using the example, add a **total row**.
6. **Remove** the table.

9 Conditional Formatting

1. Open an **existing Excel workbook**. If you want, you can use our **practice workbook**.

2. Apply conditional formatting to a range of cells with **numerical values**. If you are using the example, apply a rule for the sales data (cells B3:G23) that will fill cells with green if their values are more than £9000.
3. Apply a second conditional formatting rule to the same set of cells. If you are using the example, apply a **preset** conditional formatting rule.
4. Clear all conditional formatting rules from the worksheet.

10 Frames

1. Open an existing Excel workbook. If you want, you can use our **practice workbook**.
2. Try **freezing** a row or column in place. If you are using the example, freeze the **top two rows** (rows 1 and 2).
3. Try opening a **new window** for your workbook.
4. Use the **Split** command to split your worksheet into multiple panes.

11 Pivot Tables

1. Open an existing Excel workbook. If you want, you can use our **practice workbook**.
2. Create a **PivotTable** using the data in the workbook.
3. Experiment by placing different fields in the **rows** and **columns** areas.
4. Filter the report with a **slicer**.
5. Create a **PivotChart**.
6. If you are using the **example**, use the PivotTable to answer the question, **Which salesperson sold the lowest amount in January?** Hint: First decide which **fields** you need in order to answer the question.