Excel 2003: Ringtones Task

1. Open up a blank spreadsheet

2. Save the spreadsheet to your area and call it 'Ringtones.xls'

3. Add the data as shown here, making sure you keep to the cells as shown

Make sure that you:
- Wrap the text of the headings
- Centre the heading text
- Embolden the headings
- Adjust the columns so that all the data shows correctly.

	A	B	C	D	E	F	G
	F19		fx				
1	Ringtones						
2							
3	Company	Tune	Artist	Download cost	Monthly subscription	Number of months	Total cost
4	Tones R Us	Insomnia	Faithless	£2.95	3	5	
5	Ringomania	Dirty Harry	Gorillaz	£3.25	2.95	2	
6	Tunes 4 U	Pulp Fiction	Theme	£3.05	3.25	6	
7	Tunes 4 U	Computer says no	Little Britain	£2.75	3.25	7	
8	Tone 4 ur fone	Tubular Bells	Mike Oldfield	£2.85	3.45	1	
9	Ringomania	When I'm gone	Eminem	£3.00	2.95	3	
10	Tone 4 ur fone	Youre Beautiful	James Blunt	£2.98	3.45	4	
11			Total cost				
12			Average cost				
13			Highest cost				
14			Lowest cost				
15							

4. Merge cells A1:D1
http://www.teach-ict.net/software/excel/with_sound/formatting/merge.html

5. Make the heading title (Ringtones) a different font style

6. Make the heading title size 16

7. Change the colour of the heading title

8. Write a formula in cell D11 to calculate the total cost of downloads (remember to use the SUM formula)
http://www.teach-ict.net/software/excel/with_sound/formula/sum.html

9. Write a formula in cell D12 to calculate the average cost of downloads (remember to use the AVERAGE formula)
http://www.teach-ict.net/software/excel/with_sound/formula/average.html

10. Write a formula in cell D13 to find the highest download cost (remember to use the MAX formula)
http://www.teach-ict.net/software/excel/with_sound/formula/max.html

11. Write a formula in cell D14 to find the lowest download cost (remember to use the MIN formula)
http://www.teach-ict.net/software/excel/with_sound/formula/min.html

13. Using the format painter, copy the formatting from cell A3 to cells C11, C12, C13 and C14.
http://www.teach-ict.net/software/excel/with_sound/formatting/formatpainter.html

14. Format all cells containing money to currency and to 2 dp
http://www.teach-ict.net/software/excel/with_sound/formatting/currency.html

15. Write a formula in cell G4 to calculate the total cost of the ring tone 'Insomnia'.

Think about how you would do this carefully, use brackets where necessary. Your answer should be £17.95 – if you have anything different, check your formula again.

When you have the correct answer, replicate (this means copy) the formula to cells G5 to G10. You should have the following answers

£17.95
£9.15
£22.55
£25.50
£6.30
£11.85
£16.78

16. Use 'zoom' to view your spreadsheet at 100% and then 200% (View > zoom). Then put it back to the view you prefer.

17. Display the 'picture' toolbar (view > toolbars > picture)

18. Remove the 'picture' toolbar

19. Insert a row above row 4
http://www.teach-ict.net/software/excel/with_sound/insert_delete/insertrow.html

20. Freeze the titles in row three (click on row 4 so that the titles in row 3 are frozen > Window > freeze panes)
http://www.teach-ict.net/software/excel/with_sound/basics/freezepanes.html

Use the scroll bar on the right to move the spreadsheet up and down so that you can see the effect that freezing the row has had.

21. Unfreeze the titles in row three (click on A4 > Window > unfreeze panes)

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22. Click on column D and insert a new column (insert menu)

23. Hide the new column you have inserted (click into your new column > format > column > hide)

24. Change the default options to your name rather than the default of 'any authorised user' (tools > options > General tab > user name (add your name) > ok)

25. Create a copy of your spreadsheet (right click on the tab > move or copy > tick 'create a copy)

26. Create a copy of your spreadsheet in a new workbook (as above, but use the arrow to select 'new book'. **Make sure you have 'create a copy' ticked,** otherwise you will move the sheet, not copy it! then click 'ok')

You now have two workbooks open, the one that you have just created and the one you were working on.

27. You need to be able to switch between workbooks confidently. To do this, use the 'window' menu and at the bottom of the menu you will see the workbooks you have open.

The workbook you are currently using will be ticked. Go back to your original 'ringtones.xls' workbook by clicking on it.
Return to 'book 1' by using the 'window' menu.

Save 'book 1' as a template in your module 4 folder.

28. Return to the original 'ringtones.xls' workbook.

29. Print the workbook to file, giving it the output file name of 'ringtones'

30. In cell I5, write a **logical function** ('If..then' formula) to look at the total cost in cell H4. Display 'too expensive' if the amount is more than or equal to £12.00 and display 'ok' if it is less than £12.00.

You should get these results

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31. Create a column chart showing the name of the tune and the total cost (in cells H4:H10). Make sure your chart has a title, labelled axis and that you remove the legend.
http://www.teach-ict.net/software/excel/with_sound/chart/chart_creating.html

32. Change the colour of the chart title to another colour

33. Change the colour of the columns to another colour.
http://www.teach-ict.net/software/excel/with_sound/chart/chart_colours.html

34. Change the column chart to a bar chart (right click on chart > chart type)
http://www.teach-ict.net/software/excel/with_sound/chart/chart_type.html

35. Set the current worksheet to fit on 2 pages wide by 2 pages tall

(go to file > page setup > page tab > alter as shown here)
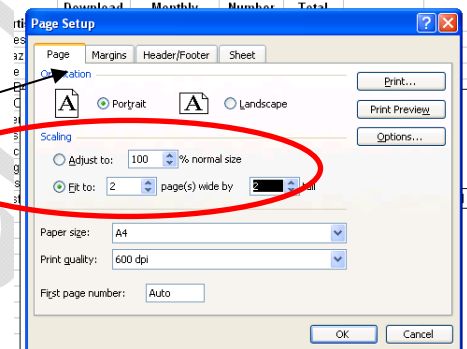
36. Set the spreadsheet so that it prints the first row of the worksheet as a heading at the top of each page

(go to file > page setup > sheet tab > click into the blue and red box by 'rows to repeat at top').
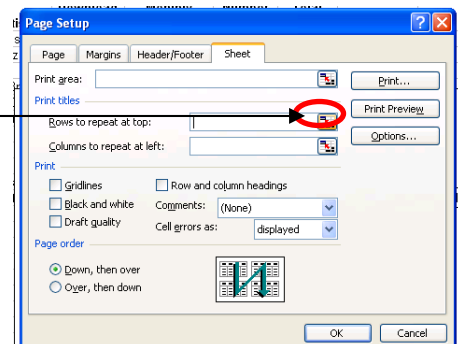
This box will appear

Click into row three, you will see it become highlighted and $3$3 appear in the box. Then press 'enter' and $3$3 will transfer to the 'rows to repeat at the top'. Press ok.

http://www.teach-ict.net/software/excel/with_sound/printing/print_titles_torepeat.html

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37. Open the print preview for the current worksheet and select the page break preview and save (go to print preview, you will see a button called 'page break preview', click it and then click 'ok').

The worksheet has probably become very small – use 'zoom' to make it into a more appropriate size.

38. Use the 'replace' command to replace all occurrences of 'expensive' with 'pricey'
(edit menu > replace > type in 'expensive' then underneath type 'pricey' > click 'replace all' then 'close'

39. Sort the table into descending order by 'download cost'

(highlight I10:A3 > data menu > sort > click 'descending' > select 'download cost' from the drop down box underneath 'sort by')
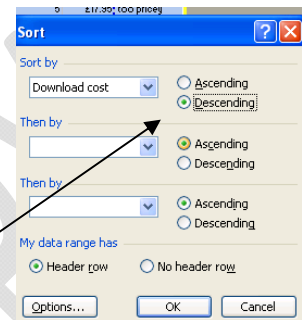
http://www.teach-ict.net/software/excel/with_sound/sorting_searching/sortingdata.html

40. Click on C15 and clear the cell of its contents (edit menu > clear > clear all)