

## Intro To Computers Excel #3 – Global Site GPS

Objective: Monitor the output of five regional plants for the Global Site GPS company located in Crestwood, Missouri.

Note: Items typed in **bold** are what you are to enter into the spreadsheet.

1. In your *Intro to Computers* folder, create a folder titled *first\_last\_excel\_3* using your first and last name.
2. Download the *excel\_3.zip* file from <http://www.missblomeyer.com>. Copy *Global.xlsx* and put it in your *first\_last\_excel\_3* folder.
3. Open *Global.xlsx* and make the following changes:
  - a. Rename *Sheet1* to **Production History**
  - b. Insert 12 new rows at the top of the sheet
  - c. Change the width of column A to 23 characters, the width of column B through F to 14 characters.
  - d. In the range B7 to F7, enter the titles **Plant1, Plant2, Plant3, Plant4** and **Plant5**.
  - e. In the range A8 to A11, enter **Total Units Produced, Average per Month, Maximum** and **Minimum**.
  - f. Select the range B26:F26 and use AutoSum to calculate the sum of the production values for each of the five plants, and then drag and drop the selected cells to the range B8:F8.
  - g. Select the range B26:F26 and use AutoSum to calculate the average of the production values for each of the five plants, and then drag and drop the selected cells to the range B9:F9.
  - h. Repeat the above step to calculate the maximum values and move those values to B10:F10, and then to calculate the minimum values and move those values to B11:F11.
  - i. Enter the following data in the specified cell:

<u>Cell</u>	<u>Data</u>	<u>Cell</u>	<u>Data</u>
A1	<b>Global Site GPS</b>	B3	<b>MapTracker 201</b>
A2	<b>Production Report</b>	B4	<b>2010</b>
A3	<b>Model</b>		
A4	<b>Year</b>		
A5	<b>Total Units Produced</b>		
  - j. In cell B5, use the SUM function to add the values in the range B8:F8.
  - k. Use the spell checker to find and fix any spelling errors. Ignore the spelling of MapTracker.
  - l. View the worksheet in Page Layout view and set the orientation to landscape.
  - m. Put the cursor in cell A1, and then save your workbook and exit out of Excel.
4. Zip up your *first\_last\_excel\_3* folder. Turn in your *first\_last\_excel\_3.zip* file.