

LESSON LABS

Due to classroom setup constraints, some labs cannot be keyed in sequence immediately following their associated lesson. Your instructor will tell you whether your labs can be practiced immediately following the lesson or whether they require separate setup from the main lesson content. Lesson-level lab setup information is listed in the front of this manual in the course setup section.

LESSON 1 LAB 1

Customizing Your Workbook

Data Files:

- Practice Customizing.xls

Scenario:

You have a file (Practice Customizing) that you want to add some customization to. First, you will add conditional formatting so that any travel expense total above \$2000 is italicized and red. Then, you will create your own menu and add some of the menu items you use frequently. You will also add and remove buttons from the toolbars. Finally, you will create a macro that adds formatting to the worksheet.

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1. **Add conditional formatting to the April travel totals so that any total that is above \$2000 will appear italicized and the font is red.**

 2. **Create a custom menu, and add the Close, Open, and Save commands to the new menu.**

 3. **Remove Open and Save buttons from the toolbars. Add a button of your choice. When you are finished, make sure you reset the toolbars and menus for the next lesson.**

 4. **Create a macro that adds some formatting to the worksheet title. When you have finished creating the macro, run it on the May worksheet.**

5. When you are finished, **save the file as *My Practice Customizing* and close the file.**
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LESSON 2 LAB 1

Workspaces, Exporting, and Web Queries

Data Files:

- Practice Flanders.xls
- Practice Smith.xls
- Practice Tanor.xls

Scenario:

Before you begin working in your worksheets, you want to create a workspace from three workbooks (Practice Smith.xls, Practice Tanor.xls, Practice Flanders.xls) that you use frequently at the same time. Once you have created a workspace, you want to export the Practice Flanders workbook into an XML document. When you have done that, you will create a Web query in the Practice Smith file and query a Web site of your choice.

1. **Create a workspace using the three files.**
 2. **Export the Practice Flanders workbooks as XML data, saving the XML file as *My Practice XML*.**
 3. **Create a Web query in the Practice Smith file, and query data from a Web site of your choice.**
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LESSON 3 LAB 1

Protecting and Sharing Your Workbooks

Data Files:

- Practice Collaborating.xls

Scenario:

You have a worksheet called Practice Collaborating.xls that you would like to have some co-workers take a look at. Before you share your worksheet, you want to protect all the formulas in your workbook. Then you will save the file as a shared workbook.

1. In the file Practice Collaborating, **protect the worksheet so that all of the formulas can not be edited. Add an error message of your choice.**
 2. **Save the file as a shared workbook called *My Practice Collaborating*.**
 3. **Close the file.**
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LESSON 4 LAB 1

Practice Advanced Charting

Scenario:

You have some data that you want to chart in the Practice Chart file. First, you are going to create a column chart based on the Australia and Germany data on a new chart sheet. Then you are going to change the baseball caps data series by adding some custom formatting. Finally, you will move the legend to the top of the chart.

1. **Create a column chart based on the Australia and Germany data on a new chart sheet.**
 2. **Change the baseball caps data series by adding some formatting.**
 3. **Move the legend to the top of the page.**
 4. **Save the file as *My Practice Chart* and close the file.**
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LESSON 5 LAB 1

Practice Using Objects

Data Files:

- Practice Objects.xls

Scenario:

You have a worksheet that you need to use for a presentation called Practice Objects.xls. You want to point out that the reason the German division didn't do so well is because it was added late in the year. So, you are going to draw an AutoShape arrow to the Germany pie slice and add a text box near that arrow that explains that the Germany division was added after the third quarter. Then you will add a clip art relating to amusement parks to the top of your worksheet. When you are finished, save the file as My Practice Objects and close the file.

1. **Create an arrow using autoshapes that goes from the Germany pie slice to an empty part of the worksheet.**

 2. **Add a text box next to the arrow that says *Germany wasn't added until the middle of the third quarter.***

 3. **Search for and add a clip art that is related to amusement parks.**

 4. **Save the file as *My Practice Objects* and close the file.**
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