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WORKBOOKS FOR CLAIT 2006 - LEVEL 1

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The following eight units are available on a unit by unit basis

NEW! 2nd Editions These have expanded content, and include the practice tasks from product codes PT1, PT2, PT3, PT4, PT5, PT6, PT7 and PT8 respectively. (Product codes PT1, PT2, PT3, PT4, PT5, PT6, PT7 and PT8 also include the task solutions).

UNIT 1 - FILE MANAGEMENT AND e-DOCUMENT PRODUCTION

(Using Windows XP and Word 2003)

UNIT 2 - CREATING SPREADSHEETS AND GRAPHS

(Using Excel 2003)

UNIT 3 - DATABASE MANIPULATION

(Using Access 2003)

UNIT 4 - e-PUBLICATION CREATION

(Using Publisher 2003)

UNIT 5 - CREATE AN e-PRESENTATION

(Using PowerPoint 2003)

UNIT 6 - e-IMAGE CREATION

(Using Publisher 2003 and Paint Shop Pro)

UNIT 7 - WEB PAGE CREATION

(Using FrontPage 2003)

UNIT 8 - ONLINE COMMUNICATION

(Using Internet Explorer and Outlook 2003/7)

LEARN, PRACTISE
AND PASS
CLAIT 2006 - LEVEL 1

UNIT 2
CREATING SPREADSHEETS
AND GRAPHS

USING
MICROSOFT EXCEL 2003

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CLAIT 2006 – LEVEL 1 – UNIT 2

CREATING SPREADSHEETS AND GRAPHS

USING MICROSOFT EXCEL 2003

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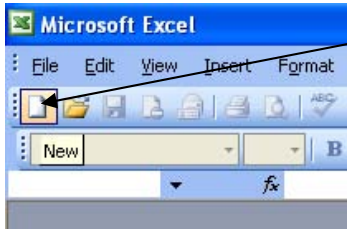
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PRINTING A SPREADSHEET

In this section you will learn how to produce a printed copy of a spreadsheet.

Action Ensure that Microsoft Excel is loaded with a blank spreadsheet window open.

Note: If you still have Excel loaded but do not have a blank spreadsheet window waiting for new data to be entered, point and click on the **New Workbook** icon on the toolbar, as shown below:



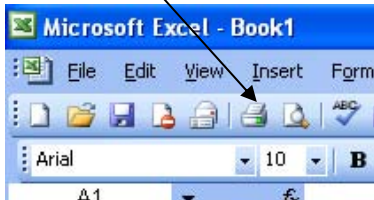
Action Type the following data into the spreadsheet.

	A	B	C	D
1	Batting averages			
2				
3	Name	Runs		
4	Taylor	67		
5	Banks	75		
6	Harris	81		
7	Briggs	66		
8	Collins	58		
9	Huntley	90		
10				
11				

You will now print a copy of this spreadsheet as follows:

Before printing, ensure that the printer is ready i.e. that the printer is switched on and is loaded with paper.

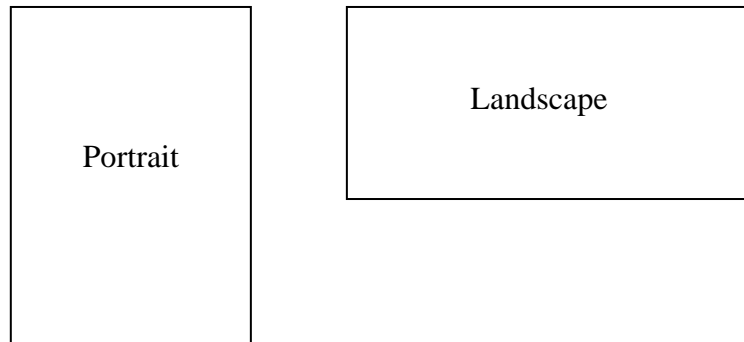
The easiest way to print a single copy of the current spreadsheet is to point and click at the **Print** button on the toolbar.



Action Print a copy of the spreadsheet by clicking on this button now.

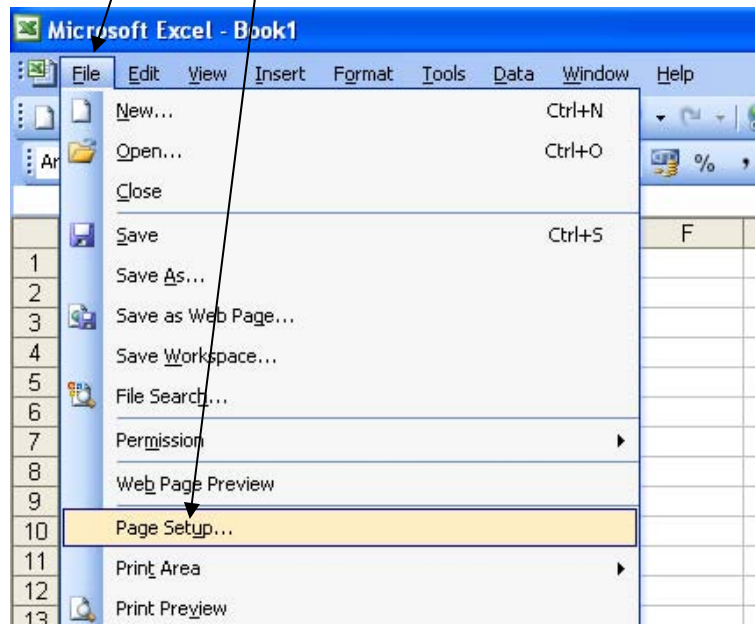
Take care to only click on the print button once – if you click on it repeatedly you will produce a print out for each click. There may be a short delay as the document is “sent” to the printer, so please allow for this.

It is most likely that your print out will be displayed in portrait layout.

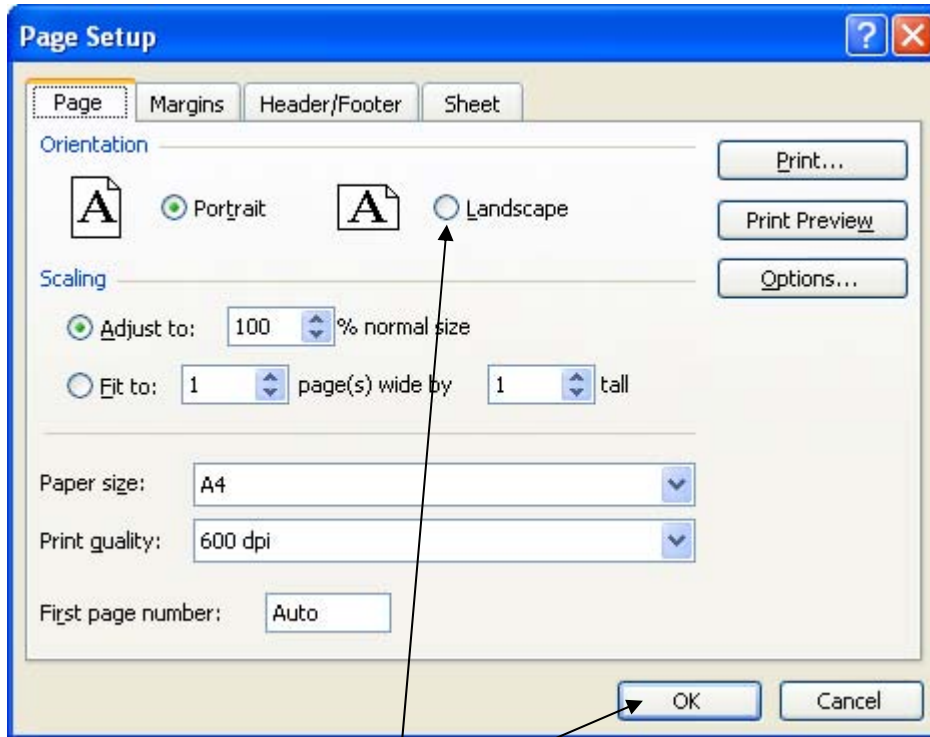


Many spreadsheets are best printed in landscape orientation. To change the print orientation to landscape, proceed as follows:

Action Select **File...**, **Page Setup...** on the menu as shown below:

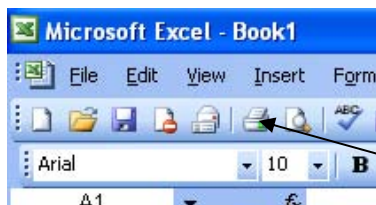


The dialogue box shown overleaf will appear.



Action Point and click on the **Landscape** option.

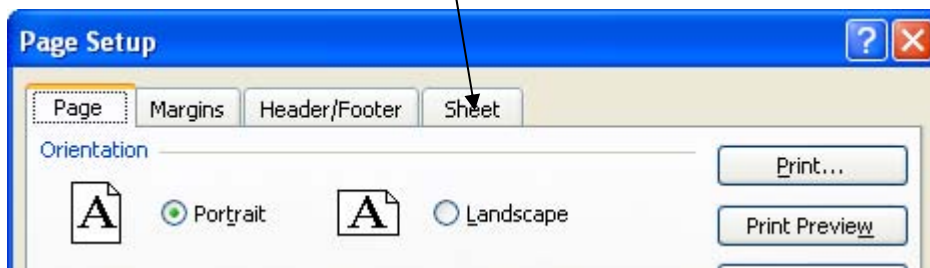
Action Then click on the **OK** button.



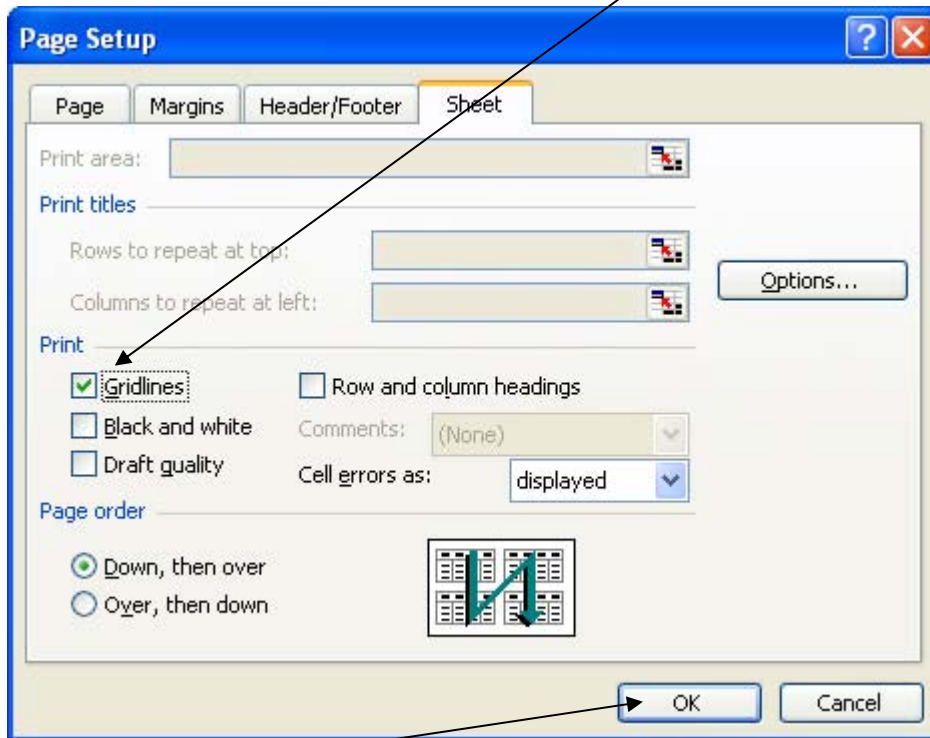
Action Print a copy of the spreadsheet by clicking on the print button. This time the page will be printed in landscape orientation.

Printing gridlines

Action It is most likely that your print will not show any gridlines. To print gridlines (which is recommended) then select **File...**, **Page Setup...** on the menu bar as before, and click on the **Sheet** tab.



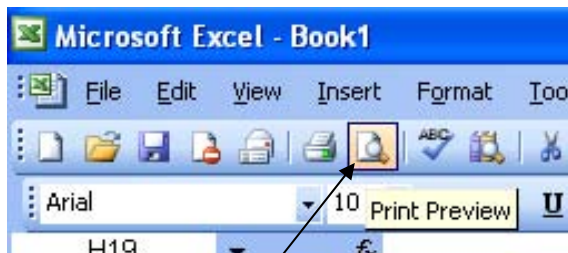
Action On the Sheet tab, point and click in the **Gridlines** box, so that a tick appears.



Action Click on **OK** and then print the spreadsheet again – this time gridlines will be shown.

Print Preview

Before printing a spreadsheet, the Print Preview button will show you how the spreadsheet will look when printed with the current settings.



Action Click on the Print Preview button and you will see the gridlines.

Action Close the Print Preview, turn off the gridlines print using Page Setup as before, and then Print Preview again to see the difference.

Action Finally, close the spreadsheet without saving it.

Action Now tackle the following three practice tasks. Ask your tutor to check your work after each task so that any difficulties can be identified and rectified.

Save your files onto the floppy disk unless instructed otherwise.

Practice Task 1

**CREATING A SPREADSHEET
SAVING A SPREADSHEET
PRINTING A SPREADSHEET**

The data files required for this exercise are: **None**

1. Switch on the computer
2. Load a spreadsheet application
3. Open a new workbook
4. Starting at cell **A1** on **Sheet1**, type the following data into the new workbook, as shown below:

Purchase order	
Item	Qty
Pens	10
Pencils	20
Notebooks	25
Erasers	5
Pencil sharpeners	15

5. Save the spreadsheet using the filename **purchase**
6. Print a single copy of the spreadsheet
7. Close the spreadsheet application

End of task

Practice Task 2

**CREATING A SPREADSHEET
SAVING A SPREADSHEET
PRINTING A SPREADSHEET**

The data files required for this exercise are: **None**

1. Switch on the computer
2. Load a spreadsheet application
3. Open a new workbook
4. Starting at cell **A1** on **Sheet1**, type the following data into the new workbook, as shown below:

Sales by year		
Year	Sales	% Profit
1985/6	£10,345	12
1986/7	£12,832	13
1987/8	£12,832	10
1988/9	£12,832	11
1989/0	£14,500	11
1990/1	£17,347	13
1991/2	£23,639	15

5. Save the spreadsheet using the filename **sales**
6. Print a single copy of the spreadsheet
7. Close the spreadsheet application

End of task

Practice Task 3

**CREATING A SPREADSHEET
SAVING A SPREADSHEET
PRINTING A SPREADSHEET**

The data files required for this exercise are: **None**

1. Switch on the computer
2. Load a spreadsheet application
3. Open a new workbook
4. Starting at cell **A1** on **Sheet1**, type the following data into the new workbook, as shown below:

Marks					
Girls					
Name	English	Maths	Geography	French	History
Collins	67	69	71	73	75
Taylor	56	59	62	65	68
Smith	78	76	74	72	70
Singh	78	77	76	75	74
Jones	67	68	34	56	67
Khan	69	70	72	56	65
Boys					
Name	English	Maths	Geography	French	History
Kaufman	78	60	64	68	72
Hollins	56	39	44	49	54
Harris	34	77	76	75	74
Rusedski	78	68	34	56	67
McDonald	67	70	72	56	65
Parker-Brown Ellington	69	76	74	72	70

5. Save the spreadsheet using the filename **marks**
6. Print a single copy of the spreadsheet
7. Close the spreadsheet application

End of task

