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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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FORMATTING NUMBERS

In this section you will discover how to change the way that numbers are displayed in a spreadsheet.

For example, take a look at the following spreadsheet and notice the different ways in which the numbers are displayed.

	A	B	C	D
1				
2	QTY	SIZE	PRICE	
3	2000	1.25	£3.50	
4	500	3.34	£6.50	
5	400	2.78	£11.50	
6				

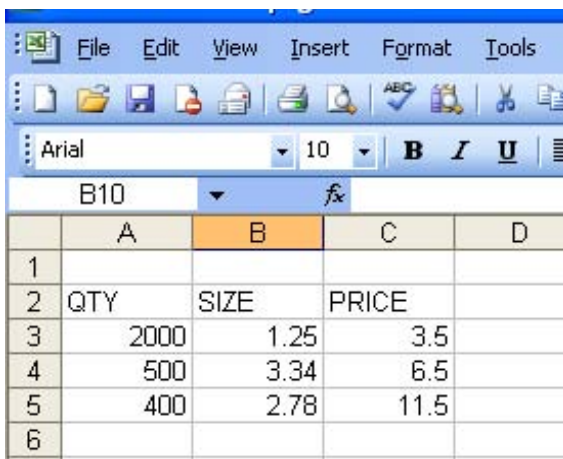
The numbers in column A (QTY) are displayed in **integer** format – integer means a whole number, with zero decimal places.

The numbers in column B (SIZE) are displayed to **2 decimal places**.

The numbers in column C (PRICE) are displayed with a **currency symbol** and to **2 decimal places**.

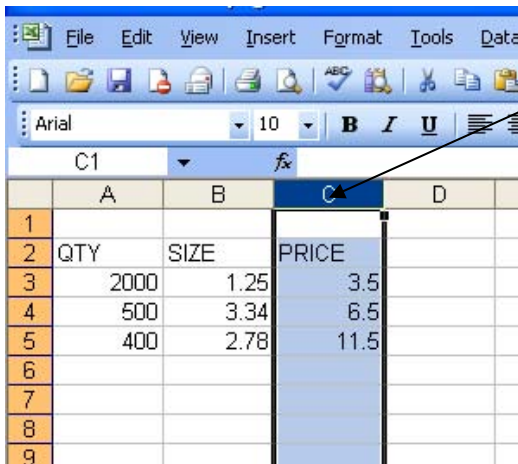
These are just a few examples of how numbers can be formatted. The formatting used is normally determined by choosing the most appropriate for the information in the spreadsheet, making it easier for readers to understand the data that it contains.

Action To explore formatting, type the following into a new spreadsheet.

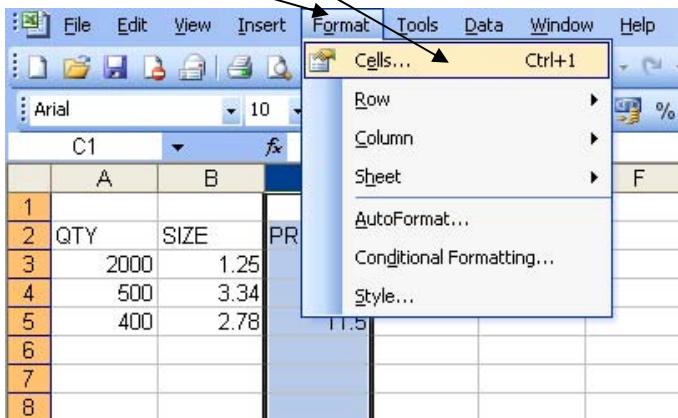


To format column C as currency, proceed as follows:

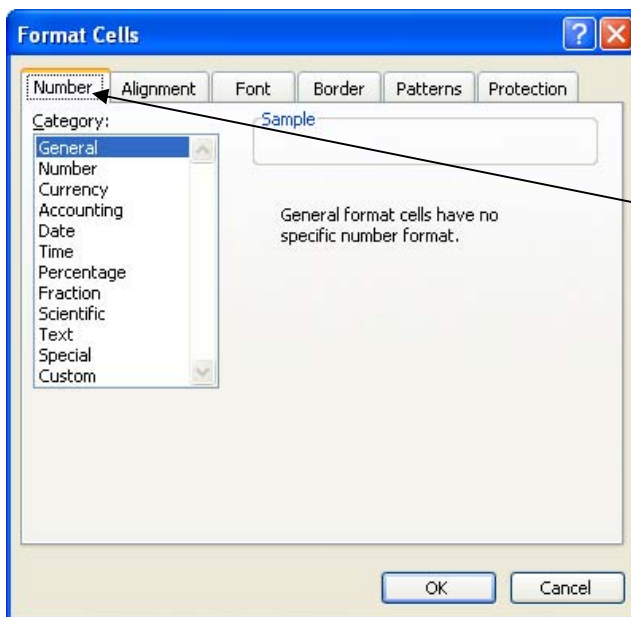
Action Highlight column **C** by pointing and clicking in the column heading.



Action Select **Format, Cells** on the menu bar.



The following dialogue box will appear:



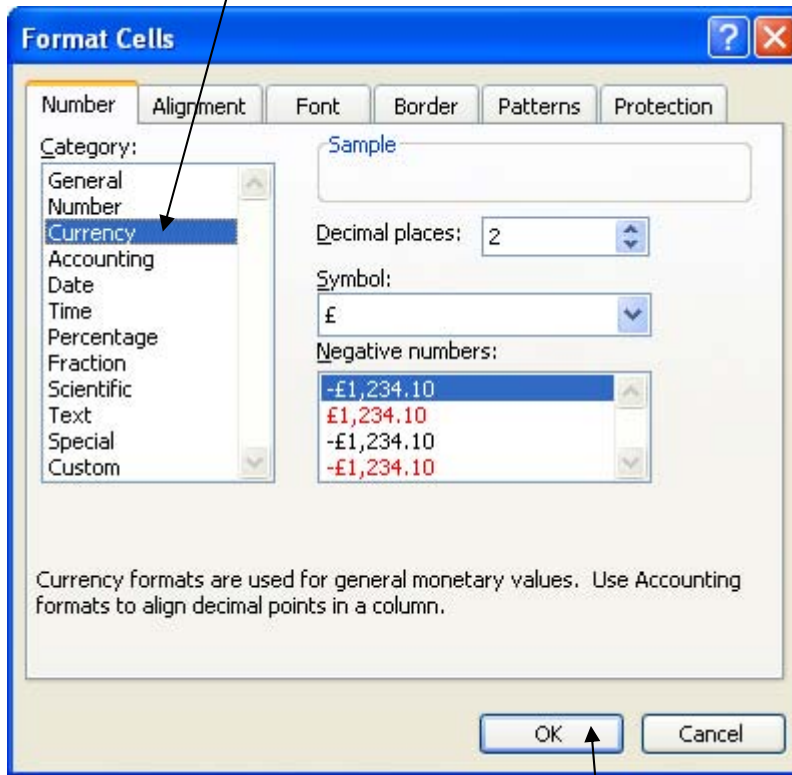
The format cells dialogue box presents a number of tabs, each of which provides a number of ways in which to format cells and cell contents.

Make sure that the **Number** tab is selected as shown here.

Notice how there is a whole list of categories within the Number section, allowing for many different ways in which to display numbers.

For CLAIT level 1 you only have to concern yourself with the top three formats i.e. General, Number and Currency.

Action Select the **Currency** category by pointing and clicking it in the list.



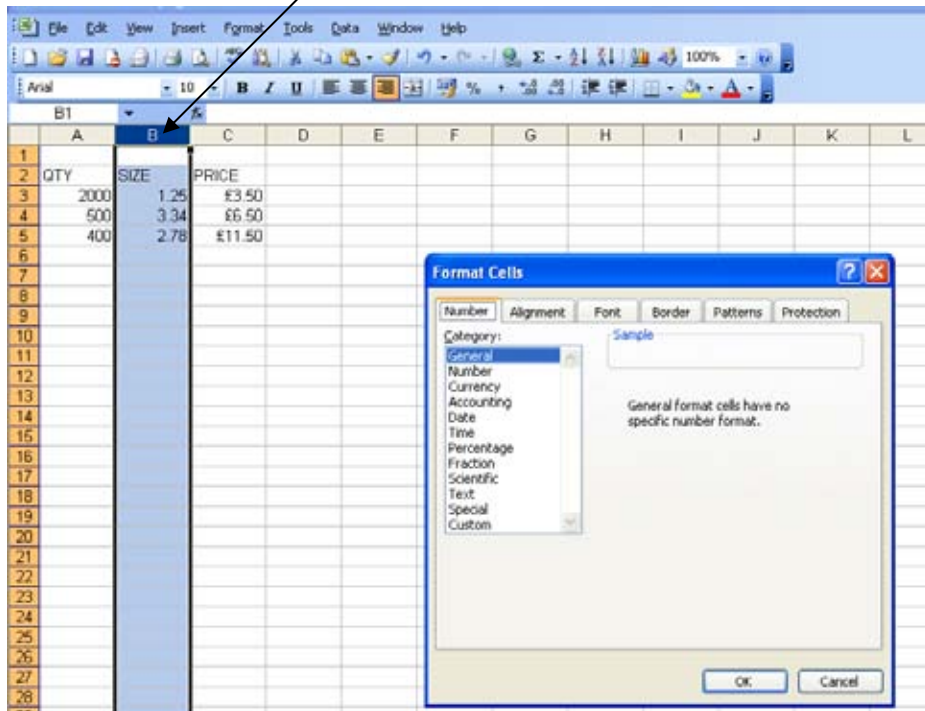
This dialogue box allows you to change three aspects of displaying a currency value i.e. number of decimal places, currency symbol and options for displaying negative values.

Action In this instance the “default” values are the ones that we want (i.e. 2 decimal places and a £ sign). So simply click on **OK** to apply this formatting.

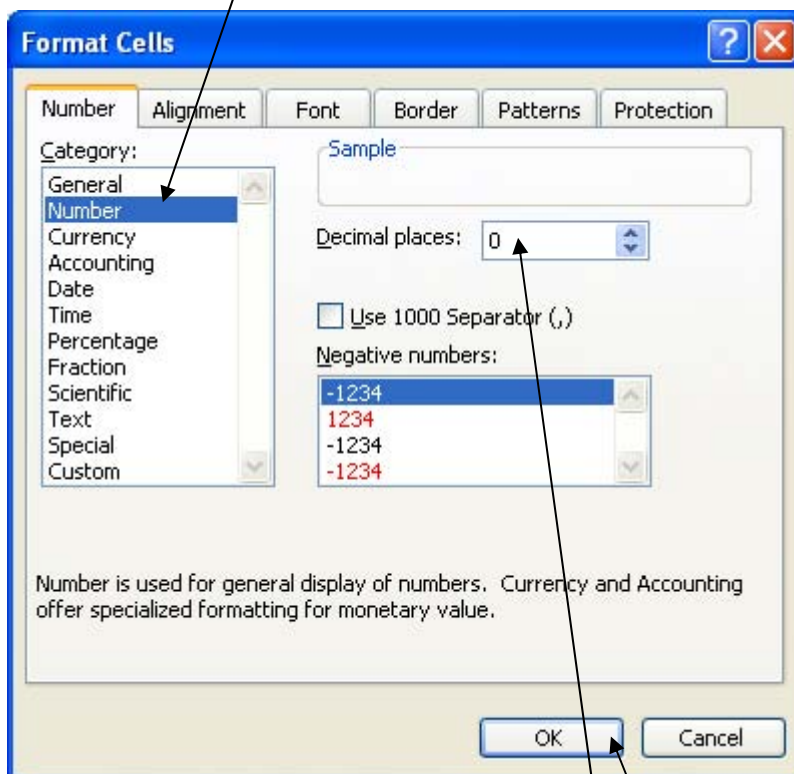
Your spreadsheet will appear as follows:

	A	B	C
1			
2	QTY	SIZE	PRICE
3	2000	1.25	£3.50
4	500	3.34	£6.50
5	400	2.78	£11.50
6			

Action Now highlight column **B**, and select **Format, Cells** again.



Action Choose the **Number** category to display the following dialogue box:



Action Change the number of decimal places to **0** (either by typing 0 in the box, or clicking on the scroll arrows). Then click on **OK** and your spreadsheet will look as follows:

	A	B	C	D
1				
2	QTY	SIZE	PRICE	
3	2000	1	£3.50	
4	500	3	£6.50	
5	400	3	£11.50	
6				
7				

Removing the decimal places in the Size column has resulted in the values being rounded up or down and displayed as whole numbers (i.e, integer format).

Although the values in the size column are being displayed as **1**, **3** and **3** it is important to note that the spreadsheet is still storing the original values in these cells (i.e, 1.25, 3.34 and 2.78).

Action To prove this, highlight column B again, choose **Format, Cells, Number** and set the number of decimal places back to **2**.

Action Close the spreadsheet without saving the changes and tackle the following tasks which will give you practise in formatting numbers.

Practice Task 13

**OPENING A SPREADSHEET
FORMATTING NUMERICAL DATA**

The data files required for this exercise are: **bonus2**

1. Switch on the computer
2. Load a spreadsheet application
3. Open the spreadsheet file called **bonus2**
4. Format all the numbers in the **Salary** column to show a **£** sign and **0** decimal places (i.e. integer)
5. Format the numbers in the **Bonus %** column to show **1** decimal place
6. Save the spreadsheet using the new filename **bonus2new**
7. Print a single copy of the spreadsheet
8. Close the spreadsheet application

End of task

Practice Task 14

**OPENING A SPREADSHEET
FORMATTING NUMERICAL DATA**

The data files required for this exercise are: **break2**

1. Switch on the computer
2. Load a spreadsheet application
3. Open the spreadsheet file called **break2**
4. Format all the numbers in the **Spring** column to show a £ sign and 2 decimal places
5. Format all the numbers in the **Summer** column to show a £ sign and 2 decimal places
6. Format all the numbers in the **Autumn** column to show a £ sign and 2 decimal places
7. Format all the numbers in the **Winter** column to show a £ sign and 2 decimal places
8. Format the numbers in the **% Increase** column to show 3 decimal places
9. Save the spreadsheet using the new filename **break2new**
10. Print a single copy of the spreadsheet
11. Close the spreadsheet application

End of task

Practice Task 15

**OPENING A SPREADSHEET
FORMATTING NUMERICAL DATA**

The data files required for this exercise are: **accuracy2**

1. Switch on the computer
2. Load a spreadsheet application
3. Open the spreadsheet file called **accuracy2**
4. Format all the numbers in the column headed **4** to show **4** decimal places
5. Format all the numbers in the column headed **3** to show **3** decimal places
6. Format all the numbers in the column headed **2** to show **2** decimal places
7. Format all the numbers in the column headed **1** to show **1** decimal place
8. Format all the numbers in the column headed **0** to show **0** decimal places
9. Save the spreadsheet using the new filename **accuracy2new**
10. Print a single copy of the spreadsheet
11. Close the spreadsheet application

End of task

