

# RHP Computer Applications Class

10-2 Workbook & Worksheet

Name \_\_\_\_\_



An Excel **workbook** is a file containing an assortment of data, which can contain multiple **worksheets**. In this assignment, we will use a number of worksheets to enter data, and then sum it up using another worksheet.

In a new excel workbook, notice the tabs towards the bottom of the screen. These tabs represent the different worksheets that make-up this workbook. The current names of the worksheets are Sheet1, Sheet2, and Sheet3.



First, let's rename the worksheets. Double click on the Sheet1 tab. It should be highlighted. Type **Summary** and hit ENTER. Next double-click on the Sheet2 tab. Replace Sheet2 with **Sales**. Next, replace Sheet3 with **Expenses**.

Next, we will start entering information into the Sales worksheet. Click on the Sales tab once, and it becomes the active worksheet (If the tab is white and not gray, it is active. **Make sure you are in the Sales worksheet!**)

Next, type in the numbers shown below. Make sure you put them in the proper cells!

	A	B	C	D	E	F	G	H	I	J	K	L	M
1		January	February	March	April	May	June	July	August	September	October	November	December
2	1980	67,523	73,522	80,233	81,566	85,399	84,589	80,255	75,888	74,888	86,284	77,265	65,988
3	1981	69,422	75,962	81,355	82,654	88,452	88,949	85,245	77,548	76,588	88,546	79,623	66,056
4	1982	73,589	80,568	84,598	88,901	93,256	90,655	88,100	81,522	79,244	90,255	81,056	70,250
5	1983	76,244	83,737	86,427	91,709	96,893	94,130	92,378	84,087	81,396	92,333	83,106	71,893
6	1984	79,277	87,260	88,610	95,376	100,821	97,163	96,301	87,004	83,674	94,318	85,001	73,824
7	1985	82,310	90,783	90,792	99,044	104,750	100,196	100,223	89,921	85,952	96,304	86,897	75,955
8	1986	85,343	94,306	92,975	102,711	108,678	103,229	104,146	92,838	88,230	98,289	88,792	78,086
9	1987	88,376	97,829	95,157	106,379	112,807	106,262	108,068	95,755	90,508	100,275	90,688	80,217
10	1988	91,409	101,352	97,340	110,046	116,536	109,295	111,991	98,672	92,786	102,260	92,583	82,348
11	1989	94,442	104,875	99,522	113,714	120,464	112,328	115,913	101,589	95,064	104,246	94,479	84,479
12	1990	97,475	108,398	101,705	117,381	124,392	115,361	119,836	104,506	97,342	106,231	96,374	86,610
13	1991	100,508	111,921	103,887	121,049	128,321	118,394	123,758	107,423	99,620	108,217	98,270	88,741
14	1992	103,541	115,444	106,070	124,716	132,249	121,427	127,681	110,340	101,898	110,202	100,165	90,872
15	1993	106,574	118,967	108,252	128,384	136,178	124,460	131,603	113,257	104,176	112,188	102,061	93,003
16	1994	109,607	122,490	110,435	132,051	140,106	127,493	136,526	116,174	106,454	114,173	103,956	95,134
17	1995	112,640	126,013	112,617	136,719	144,036	130,526	139,448	119,091	108,732	116,159	105,852	97,265
18	1996	115,673	129,536	114,800	139,386	147,963	133,569	143,371	122,008	111,010	118,144	107,747	99,396
19	1997	118,706	133,059	116,982	143,054	151,892	136,592	147,293	124,925	113,288	120,130	109,643	101,527
20	1998	121,739	136,582	119,165	146,721	155,820	139,626	151,216	127,842	115,566	122,115	111,538	103,658
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22													
23													
24													

Accuracy is important. Make sure you put in the right numbers!

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Name \_\_\_\_\_



Next, switch to the Expenses worksheet and enter the following:

The screenshot shows a Microsoft Excel spreadsheet with the following data:

	January	February	March	April	May	June	July	August	September	October	November	December
1980	41256	42588	43422	44855	49655	42533	39855	41988	41235	43688	40532	38599
1981	42855	43668	45852	45988	50235	45678	40566	42855	43256	45855	41255	39852
1982	44454	44748	48282	47121	50815	48823	41277	43722	45277	48022	41978	41105
1983	46053	45828	50712	48254	51395	51968	41988	44589	47298	50189	42701	42358
1984	47652	46908	53142	49387	51975	55113	42699	45456	49319	52356	43424	43611
1985	49251	47988	55572	50520	52555	58258	43410	46323	51340	54523	44147	44864
1986	50850	49068	58002	51653	53135	61403	44121	47190	53361	56690	44870	46117
1987	52449	50148	60432	52786	53715	64548	44832	48057	55382	58857	45593	47370
1988	54048	51228	62862	53919	54295	67693	45543	48924	57403	61024	46316	48623
1989	55647	52308	65292	56052	54875	70838	46254	49791	59424	63191	47039	49876
1990	57246	53388	67722	56185	55455	73983	46965	50658	61445	65358	47762	51129
1991	58845	54468	70152	57318	56035	77128	47676	51525	63466	67525	48485	52382
1992	60444	55548	72582	58451	56615	80273	48387	52392	65487	69692	49208	53635
1993	62043	56628	75012	59584	57195	83418	49098	53259	67508	71859	49931	54888
1994	63642	57708	77442	60717	57775	86563	49809	54126	69529	74026	50654	56141
1995	65241	58788	79872	61850	58355	89708	50520	54993	71550	76193	51377	57394
1996	66840	59868	82302	62983	58935	92853	51231	55860	73571	78360	52100	58647
1997	68439	60948	84732	64116	59515	95998	51942	56727	75592	80527	52823	59900
1998	70038	62028	87162	65249	60095	99143	52653	57594	77613	82694	53546	61153

Once you have all the numbers entered correctly, save this document as **1-2 Sales Report** (make sure to save it in your folder). Nothing else to do today. Don't email me anything yet.