

ITMG 100 EXCEL SESSION ONE

Intro to Excel

General Introduction/Toolbars/adding buttons/# of worksheets

EXCEL Functions

AVERAGE

MIN

MAX

SUM

NOW

COUNT

Excel Formatting

Cell Formatting/Conditional Formatting/Dates

Creating Charts

Using AutoFormat

Using the following data provided: Make it look like the picture below

Dynamite Music Fourth Quarter Sales

TODAYS DATE

	<i>Boston</i>	<i>Chicago</i>	<i>Denver</i>	<i>Phoenix</i>		<i>Total</i>
Cassettes	\$ 53,465.30	\$ 47,917.35	\$ 31,913.75	\$ 62,350.10	\$	195,646.50
Compact Discs	92,023.75	70,392.10	86,140.55	83,450.75		332,007.15
Vintage Vinyls	35,482.56	30,976.25	48,612.75	34,092.75		149,164.31
Web Downloads	78,526.12	67,626.60	67,420.20	56,732.80		270,305.72
<i>Total</i>	\$259,497.73	\$216,912.30	\$234,087.25	\$236,626.40	\$	947,123.68
Average	\$ 64,874.43	\$ 54,228.08	\$ 58,521.81	\$ 59,156.60	\$	236,780.92
MIN	\$ 35,482.56	\$ 30,976.25	\$ 31,913.75	\$ 34,092.75	\$	149,164.31
MAX	\$ 92,023.75	\$ 70,392.10	\$ 86,140.55	\$ 83,450.75	\$	332,007.15

