

**Excel Exercise 2: Session3**  
**June 2 & 3, 2002**

- Open Excel
- New worksheet
- Type in the numbers from 5-50 and 2-20 and 258-789 (like this)

5	2	258
10	4	36
15	6	269
20	8	458
25	10	978
30	12	555
35	14	336
40	16	123
45	18	456
50	20	789

- Go back and insert a new column in front of column A
- Click on Column A -> insert -> column
- It should now look like:

	5	2	258
	10	4	36
	15	6	269
	20	8	458
	25	10	978
	30	12	555
	35	14	336
	40	16	123
	45	18	456
	50	20	789

- Skip a couple of rows and in column A (i.e. A12) Type TOTAL
- To Total- **try these**
  - Click in the cell you want it to total-> click the summation sign from the menu bar and highlight the cells you want it to total-click enter
  - You can also, highlight the cells in a column and click the summation sign and it will total it by itself (but will default to the cell below the list)-you can cut and paste that total to the cell you want and it will remember the formula

	5	2	258
	10	4	36
	15	6	269
	20	8	458
	25	10	978
	30	12	555
	35	14	336
	40	16	123
	45	18	456
	50	20	789
Total	275	110	4258

- Excel works by “recognizing” characters in a cell-especially the first item
  - 245 means a number
  - 4/5/02 means a date
  - a letter means text
  - = means a formula will follow
- click in the next column (i.e. column E)
- enter =
- create some formulas (to explore what happens) by using the following:
  - \* multiples
  - + adds
  - - subtracts
  - / divides
  - ( ) contain units

**Congratulations! Go on to Exercise III**