Creating Excel Spreadsheets:

Here are some Samples of the skills that will be required for creating and editing Excel Spreadsheets in the CAD & Mechanical Design programs.
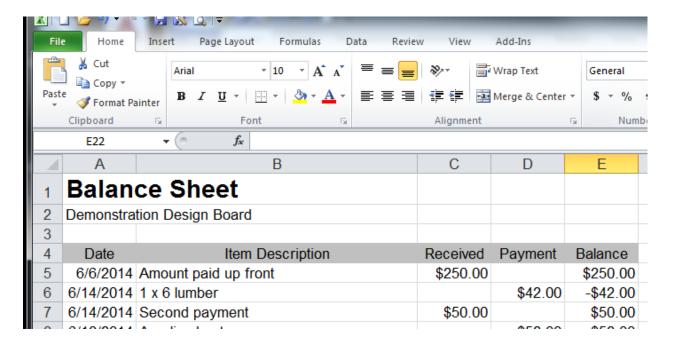
Balance Sheet
Demonstration Design Board

Date	Item Description	Received	Payment	Balance
6/6/2014	Amount paid up front	$250.00		$250.00
6/14/2014	1 x 6 lumber		$42.00	-$42.00
6/14/2014	Second payment	$50.00		$50.00
6/18/2014	Acrylic sheets		$52.00	-$52.00
6/26/2014	Fasteners and glues		$47.00	-$47.00
6/27/2014	Paint & finishes		$50.00	-$50.00
6/28/2014	Additional plywood		$41.00	-$41.00
6/29/2014	Stencils for labels		$15.00	-$15.00
6/30/2014	Locking wheels		$50.00	-$50.00
				$0.00
				$0.00
	Total:	$300.00	$297.00	$3.00

This is an example of a spreadsheet that would be used in class. It is a professional business look, with easy to read text – common in engineering offices to document projects and communicate with customers.

Highlights:

- Different font sizes, bold, underline, italics for emphasis.
- Adding background color to rows or columns as a heading.
- Adjusting the Width and Height of Rows or Columns to accommodate the type if text added
- Choosing an appropriate text Justification for different cells (left, center, right)

	A	B	C	D	E
1	Balance Sheet				
2	Demonstration Design Board				
3					
4	Date	Item Description	Received	Payment	Balance
5	6/6/2014	Amount paid up front	$250.00		$250.00
6	6/14/2014	1 x 6 lumber		$42.00	-$42.00
7	6/14/2014	Second payment	$50.00		$50.00

- Adding Borders (lines around certain cells or groups of cells) to highlight them.
- Setting the Format of some cells for <u>Text</u>, for <u>Numbers</u>, or for <u>Currency</u>.
- Can set format for how many decimal places and use negative numbers as shown

iption	Received	Payment	Balance
	$250.00		$250.00
		$42.00	-$42.00
	$50.00		$50.00
		$52.00	-$52.00
		$47.00	-$47.00
		$50.00	-$50.00
		$41.00	-$41.00
		$15.00	-$15.00
		$50.00	-$50.00
			$0.00
			$0.00
Total:	$300.00	$297.00	$3.00

- Excel can find the "Sum" of all the amounts entered on a given row or column.

	$50.00		$50.00
		$52.00	-$52.00
		$47.00	-$47.00
		$50.00	-$50.00
		$41.00	-$41.00
		$15.00	-$15.00
		$50.00	-$50.00
			$0.00
			$0.00
al:	$300.00	=SUM(D8:D15)	

SUM(**number1**, [number2], ...)

- Excel can also use a "Formula" to calculate data that is entered in the cells.

		$15.00	-$15.00
		$50.00	-$50.00
			$0.00
			$0.00
Total:	$300.00	$297.00	=C16-D16

- Sometimes we will need to "Copy" and then "Paste" a section of data or a full row to a new location:

5	6/6/2014	Amount paid up front	$250.00
6	6/14/2014	1 x 6 lumber	$42.00
7	6/14/2014	Second payment	
8	6/18/2014	Acrylic sheets	$52.00
9	6/26/2014	Fasteners and glues	$47.00
10	6/27/2014	Paint & finishes	$50.00
11	6/28/2014	Additional plywood	$41.00
12	6/29/2014	Stencils for labels	$15.00
13	6/30/2014	Locking wheels	$50.00
14			

Arial 10 A A $ % ,

B I

Cut

Copy

Paste Options:

Paste Special...

Saving and Printing:

Save As

Computer ▶ Local Disk (C:) ▶ Data ▶ 2015 Class ▶   Search 2015 Class

Organize ▼   New folder

⊿ Local Disk (C:)
  ▷ 2015 Manufacturing Workshop
  ▷ a24508bacc08961c3d34be
  ▷ ACADData
  ▷ AMD
  ▷ CADesign
  ▷ CADesign-ACAD
  ▷ CatalystV40
  ⊿ Data
    ▷ 2014
    ▷ 2015 Class
    2016 First Year

Name	Date modified	Type
9PARTS-TOTAL-RWJ	3/18/2015 8:12 AM	File fold
Lab 252-06A Block Pusher	1/23/2015 11:55 AM	File fold
Piping	4/22/2015 3:33 PM	File fold

File name: Excel Lab 01.xls

Save as type: Excel 97-2003 Workbook (*.xls)

Authors: Ron Jingling   Tags: Add a tag

☐ Save Thumbnail

Hide Folders   Tools ▼   Save   Cancel

Saving a spreadsheet (.xls extension) to a specific Folder (in this case the Folder is '2015 Class'), under a specific Folder called 'Data', all inside of 'Drive C' (the main hard drive)

Save
Save As
Open
Close
Info
Recent
New
Print
Save & Send
Help
Options
Exit

Print

Copies: 1

Print

Printer ⓘ

Dell 2335dn MFP
Ready

Printer Properties

Settings

Print Active Sheets
Only print the active sheets

Pages: ___ to ___

Print One Sided
Only print on one side of the pa...

Collated
1,2,3 1,2,3 1,2,3

Balance Sheet
Demonstration Design Board

Date	Item Description	Received	Pay
6/6/2014	Amount paid up front	$250.00	
6/14/2014	1 x 6 lumber		$
6/14/2014	Second payment	$50.00	
6/18/2014	Acrylic sheets		$
6/26/2014	Fasteners and glues		$
6/27/2014	Paint & finishes		$
6/28/2014	Additional plywood		$
6/29/2014	Stencils for labels		$
6/30/2014	Locking wheels		$
	Total:	$300.00	$2

Set up the Format and Print the spreadsheet