

MS Excel – Assignment
Using Multiple Worksheets

In this tutorial, you will create a workbook that contains multiple spreadsheets.

1. Open *MS Excel*
2. Recreate the following spreadsheet:
NOTE: Use appropriate shading, font size, *merge and centre* where necessary, *Accounting Number Format* for cells B4 to F8.

	A	B	C	D	E	F	G	
1	Cost of Base Model Mini Vans (1996-2000)							
2								
3	Manufacturer	1996	1997	1998	1999	2000		
4	Chevrolet	\$18,000.00						
5	Ford	\$19,250.00						
6	Mazda	\$24,000.00						
7	Dodge	\$17,500.00						
8	Plymouth	\$18,495.00						
9								

3. Rename the *Sheet1* tab to: *Base Costs*.
4. The cost for each manufacturer should increase by 4 % each year. Type the following formula into cell C4:
 - =B4 * 1.04
5. Auto copy this formula from cell C4 to cells C5 to C8 and then from cell C4 to cells D4 to F4, from cell C5 to cells D5 to F5, etc.
6. Click *Sheet2* tab at the bottom of the screen.
7. Rename *Sheet2* to: *Chevrolet Options*.
8. Recreate the following spreadsheet:
NOTE: Use appropriate shading, font size, *merge and centre* where necessary, *Accounting Number Format* for cells B4 to F12.

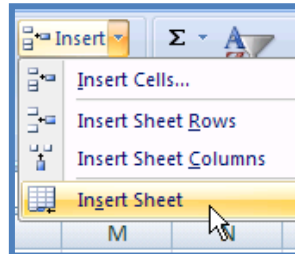
	A	B	C	D	E	F	G
1	Cost of Chevrolet Options (1996-2000)						
2							
3	Options	1996	1997	1998	1999	2000	
4	A/C	\$1,050.00					
5	Power Windows	\$ 500.00					
6	Power Locks	\$ 250.00					
7	Leather Interior	\$ 300.00					
8	Sunroof	\$ 150.00					
9	Four Bucket Seats	\$ 675.00					
10	CD Player	\$ 100.00					
11	Dual Sliding Doors	\$ 403.00					
12	Remote Keyless Entry	\$ 53.00					
13							
14	TOTAL						
15							

9. The price should increase for each option by 5 % each year. Use a formula similar to the one used in step #5 and then auto copy this formula so that cells C4 to F12 reflect this 5 % increase.
10. Use the SUM formula to calculate the total for all options for each year.
11. You will now create similar spreadsheets for each manufacturer. The initial price (1996) for each option is the same for every manufacturer, but the prices will increase at different rates per year:
 - Ford increases at a rate of 6 %
 - Mazda increases at a rate of 7 %
 - Dodge increases at a rate of 8 %
 - Plymouth increases at a rate of 9 %

Be sure to rename each spreadsheet appropriately.

NOTE: To add additional spreadsheets to a workbook:

- Select the *Home* tab
- Under *Cells*, select *Insert* and then choose *Insert Sheet* (see below)



WHEN YOU ARE DONE YOU SHOULD HAVE 6 SHEETS IN TOTAL:

- base costs
- chevrolet options
- ford options
- mazda options
- dodge options
- plymouth options

NOW WE WILL WORK ON CREATING A NEW SHEET THAT SUMMARIZES THE DATA...

1. Insert a new sheet and rename it: *Total Cost Comparison*.
2. Recreate the following spreadsheet:

Note: Use appropriate shading, font size, *Accounting Number Format* for cells B4 to F8.

	A	B	C	D	E	F	G	
1	Total Cost Comparison For Popular Mini Vans							
2								
3	Manufacturer	1996	1997	1998	1999	2000		
4	Chevrolet							
5	Ford							
6	Mazda							
7	Dodge							
8	Plymouth							
9								

3. The prices in this spreadsheet will include the base model PLUS all possible options. You will need to use a formula that takes information from two other sheets. Follow the instructions CAREFULLY.

Insert the following formula into cell B4:

- Type " ="
- Click once on the tab for the worksheet called *Base Costs*
- Click once on cell B4 (which contains the base price information for Chevrolet)
- Type " +"
- Click once on the tab for the worksheet containing *Chevrolet Options*
- Click once on cell B14 (which contains the total cost of all options for Chevrolet)
- Press the *enter* key

The final formula should look something like this:

= 'Base Costs'!B4 + 'Chevrolet Options'!B14

As you can see, the format to define a cell on a different worksheet is to simply put the worksheet name in quotations, followed by an exclamation mark before the cell address.

The number that you should now see in cell B4 on the *Total Cost Comparison* worksheet is: \$21,481.00.

4. You should now be able to auto copy this formula from cell B4 to cells C4 to F4. After you do so, ensure that the information is accurate by doing a couple of calculations on a calculator (to ensure that the base model price for each year is being added to the total options price for that same year).
5. Repeat step numbers 6 and 7, but for the other manufacturers. You will need to use a similar formula.
6. Check that you have accurately entered in the formulas by comparing the numbers from your *Total Cost Comparison* worksheet to the worksheet below.

	A	B	C	D	E	F	G
1	Total Cost Comparison For Popular Mini Vans						
2							
3	Manufacturer	1996	1997	1998	1999	2000	
4	Chevrolet	\$ 21,481.00	\$ 22,375.05	\$ 23,306.60	\$ 24,277.24	\$ 25,288.63	
5	Ford	\$ 22,731.00	\$ 23,709.86	\$ 24,732.05	\$ 25,799.56	\$ 26,914.46	
6	Mazda	\$ 27,481.00	\$ 28,684.67	\$ 29,943.80	\$ 31,261.11	\$ 32,639.49	
7	Dodge	\$ 20,981.00	\$ 21,959.48	\$ 22,988.24	\$ 24,070.18	\$ 25,208.39	
8	Plymouth	\$ 21,976.00	\$ 23,029.09	\$ 24,139.97	\$ 25,312.36	\$ 26,550.25	
9							

7. You will now create a graph that displays the total cost comparison for popular mini vans. To create the graph look back at previous assignments that allowed you to create the graph. Graphs don't always work out the first time, they sometime take a little playing around with.
8. When you have completed the graph, hand in the worksheet to your teacher.