Bookstore Excel Activity

5th Grade

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EXCEL SPREADSHEETS

Excel is software that lets you create tables and calculate and analyze data. This type of software is called spreadsheet software. Excel lets you create tables that automatically calculate the totals of numerical values you input, print out tables in neat layouts, and create simple graphs.

Microsoft Excel Vocabulary

MICROSOFT EXCEL VOCABULARY WORDS

Active Cell – The cell in your worksheet that has been selected. It will have bolder gridlines around it.

AutoFill – A feature that allows you to quickly apply the contents of one cell to another cell or range of cells selected.

AutoSum – A function that automatically identifies and adds ranges of cells in your worksheet.

Cell – The rectangular shaped area on a worksheet that is created by the intersection of columns and rows.

Cell Address – The name of the cell is determined by the name of the row and the column intersecting, such as A8.

Cell Grid – The lines on your worksheet that separate the columns and rows.

Column – In a worksheet, the vertical spaces with headings A, B, C, and so on.

Drag – When you move the mouse while holding down the mouse button (usually the left) to select a range of cells.

File – A document that is stored on your computer. In Excel, a file is also known as a workbook.

Fill Down – A feature that allows you to copy information in an active cell to another cell or range of cells selected vertically.

Fill Right – A feature that allows you to copy information in an active cell to another cell or range of cells you have selected horizontally.

Formula- A combination of numbers and symbols used to express a calculation.

Formula Bar – A command line above the worksheet where text, numbers, and formulas are entered into a worksheet.

Function – A drop-down menu item and a button on the standard toolbar that allows you to select a formula that you wish to apply to data in your worksheet.

Headings – The identifying letters and numbers for columns and rows. Columns are identified with letters, rows with numbers.

Label – The identifying name that reflects the information contained in a column or row in a worksheet, such as *name* or *date*.

Row – In a worksheet, the horizontal spaces with the headings 1, 2, 3, and so on.

Sheet Tabs – Tabs you see at the bottom of your workbook file, labeled Sheet 1, Sheet 2, and so on. You can rename the tabs. They represent worksheets within the workbook.

Workbook – An Excel file that contains individual worksheets. Also called a spreadsheet file.

Worksheet – A "page" within an Excel workbook that contains columns, rows, and cells.

Excel Rubric

Criteria	Score
• Correctly open and use the file. • Correctly format the assigned spreadsheet, data, and chart. • Followed all the required steps and completed all tasks. • Correctly turn in the assignment when completed.	4
• Correctly open and use the file. • Mostly correct spreadsheet, data, and charts. • Followed most of the required steps. • Completed most tasks. • Correctly turn in the assignment when completed.	3
• Needed help to open and use the file. • Some mistakes in the spreadsheet, data, and chart. • Followed some of the required steps. • Completed some tasks. • Needed help to turn in the assignment when completed.	2
• Needed help to open and use the file. • Many mistakes in the format of the spreadsheet, data, and chart. • Missing most of the required steps. • Missing most tasks. • Needed help to turn in the assignment when completed.	1

EXCEL MENU / RIBBON
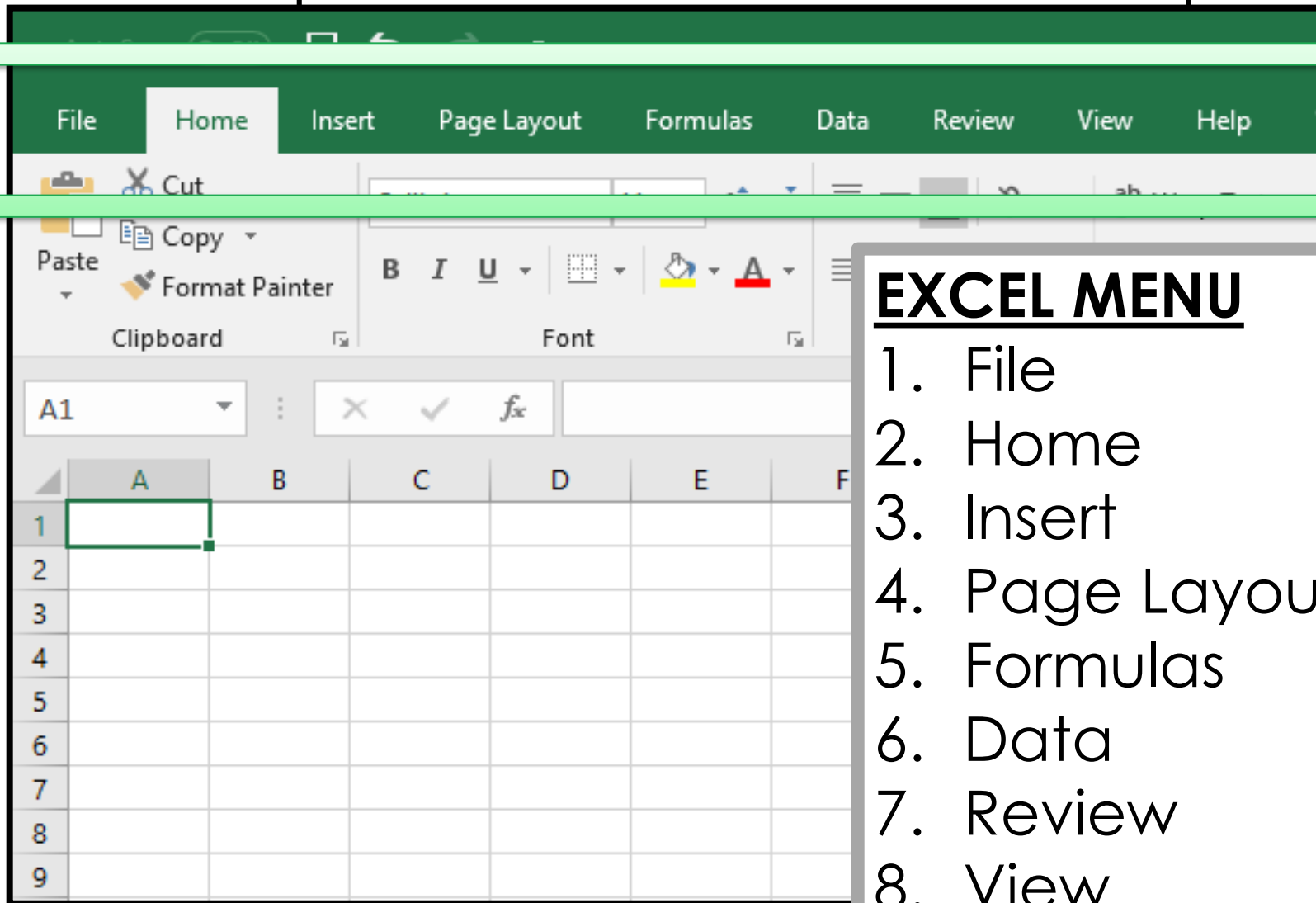
EXCEL MENU
1. File
2. Home
3. Insert
4. Page Layout
5. Formulas
6. Data
7. Review
8. View
9. Help

Excel Spreadsheet

Spreadsheets consist of columns (vertical) and rows (horizontal)

	A	B	C	D
1				
2				
3				
4				

← ROW (Horizontal)

COLUMN (Vertical)

The intersection of a row and column is called a CELL

Task

- You are the owner of a bookstore. Your task is to keep track of the sales for each genre of books. The amount of sales has been tracked for the last several years. Create various charts that represent the book sales data.

Accessing the File

Conversations   Files   Class Notebook   **Assignments**

< Back   **Turn in**

Book Sales

Due Date
Thu May 30, 2019 at 11:59 PM

Instructions
Use the direction booklet to help you.

✓ Points
50 points possible

Reference materials
None

My work

[X] Book Sales

+ Add work   [T] Open in Teams

                         [X] Open in Excel

                         [X] Open in Excel Online

                         ↓ Download

1. Sign in to Microsoft Teams
2. Login: sID#@phsd144.net
   District Password
3. Click on ASSIGNMENTS
4. Click on Book Sales
5. Click on ⋯ next to document in MY WORK
6. Select OPEN IN EXCEL.

Saving the Excel File

When saving the file click on the picture of the disk.

Do not select File ➔ Save As

Inputting Data

Format the Spreadsheet

Steps:

1. **Type** the **column headings**.

2. **Select** cells **A1 to F1**.

3. **Center** the information in the cells.
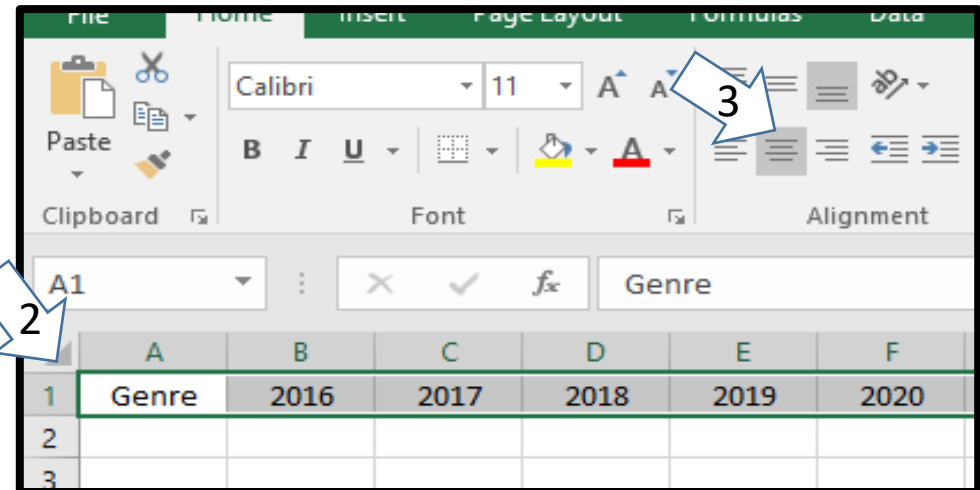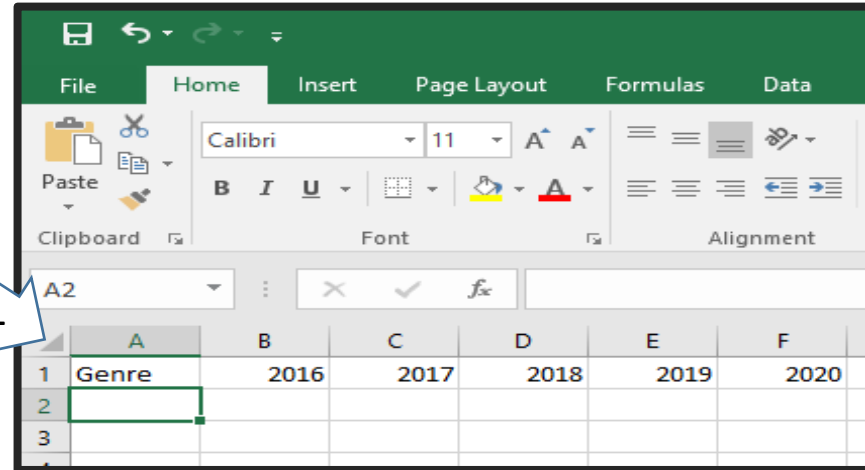
Inputting Data
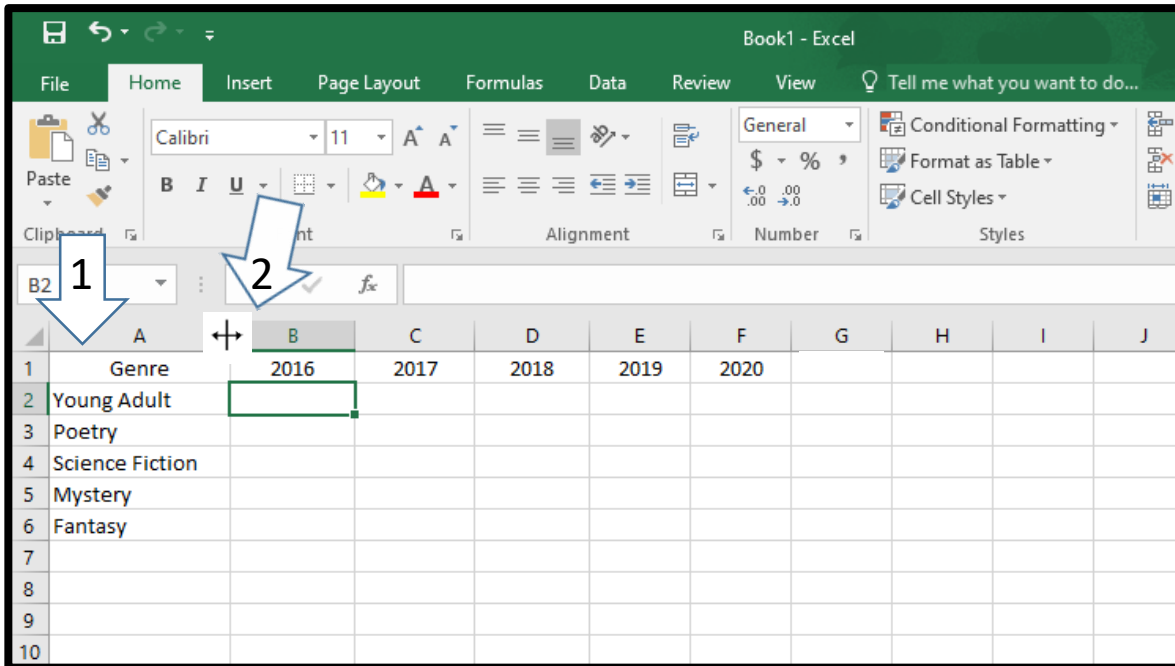
Steps:
1. In column A type the genres.
2. Use the ✛ to **resize** the cells using the two-way arrow and double-click **between Column A and Column B.**

Number Formatting

Steps:

1. **Select** cells **B2 to F6.**
2. **Select** the **$ Number Format**
3. **Select $ English**

Inputting Data

Formatting the Table

Steps:

1. **Select** cells **A1 to F6**.

2. Click on the **Format a Table** button**.

3. **Select** the **option light 8 as shown**.

4. **Select** Ok.

Formatting the Table

Your screen should now look like this.

Inserting a Chart
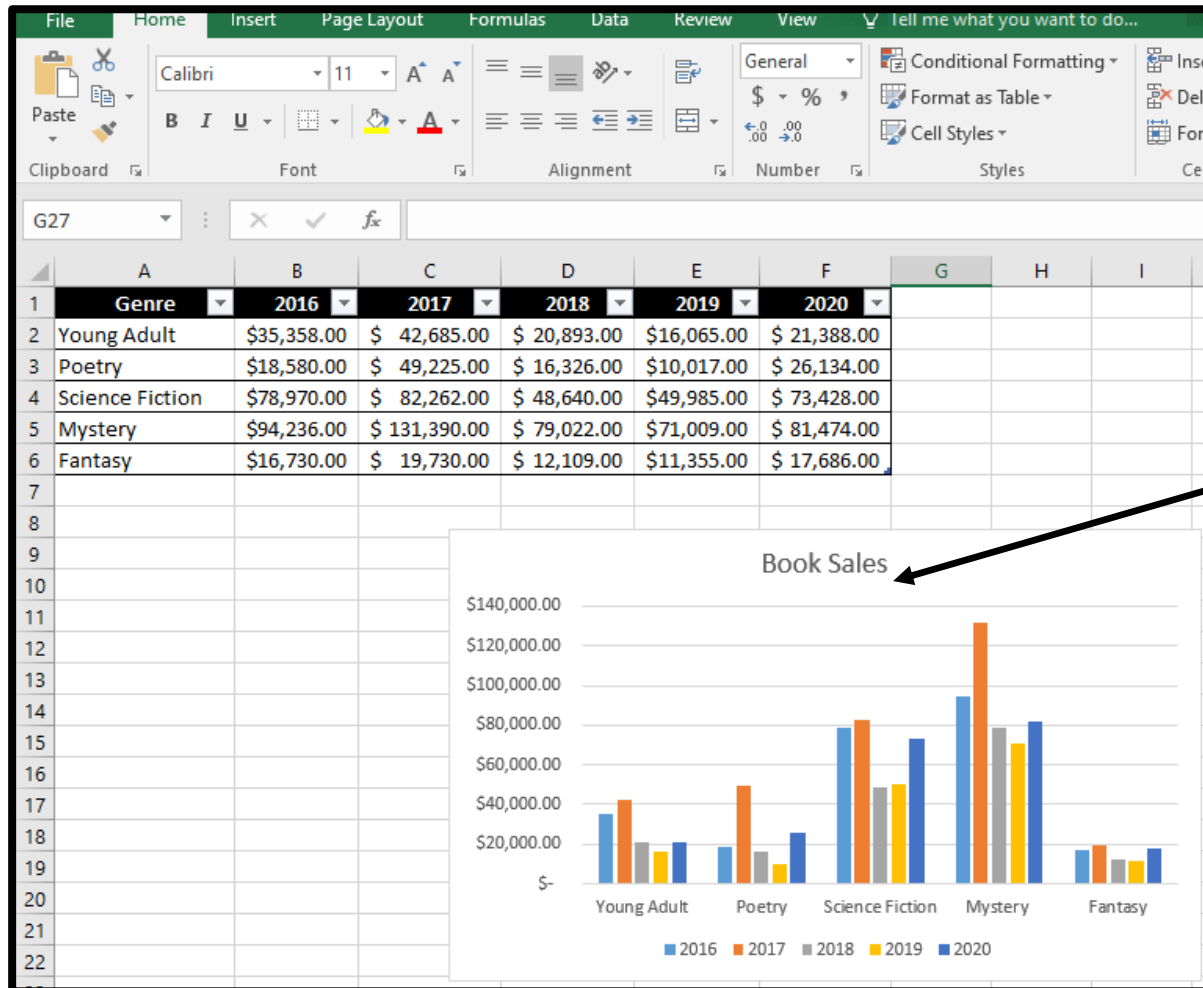

Steps:

1. **Select** cells **A1 to F6**

2. **Select Insert.**

3. **Click** on the down arrow next to the **chart icon.**

4. **Select 2D Clustered Column.**

Inserting a Chart
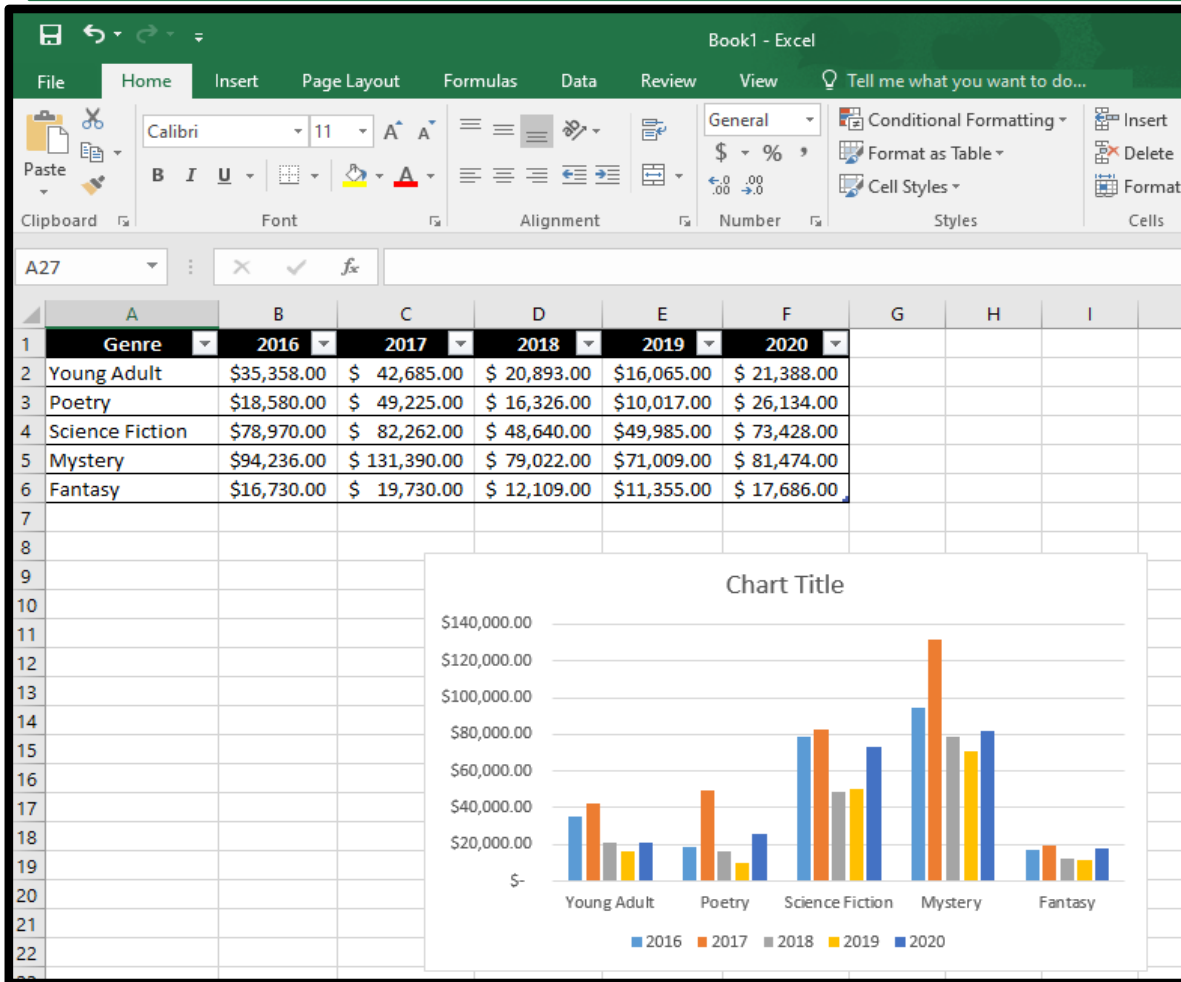
Your screen should look like this. If it does not, make any corrections needed before going on to the next step.

Chart Title

Steps:
1. **Click** on the words **Chart Title.**
2. **Type** in **Book Sales.**

Sorting Data

Steps:

1. **Click** on the **down arrow** next to the word **Genre**.
2. **Sort** the Genre column from **A to Z**. Notice that the chart changes when you sort the data.
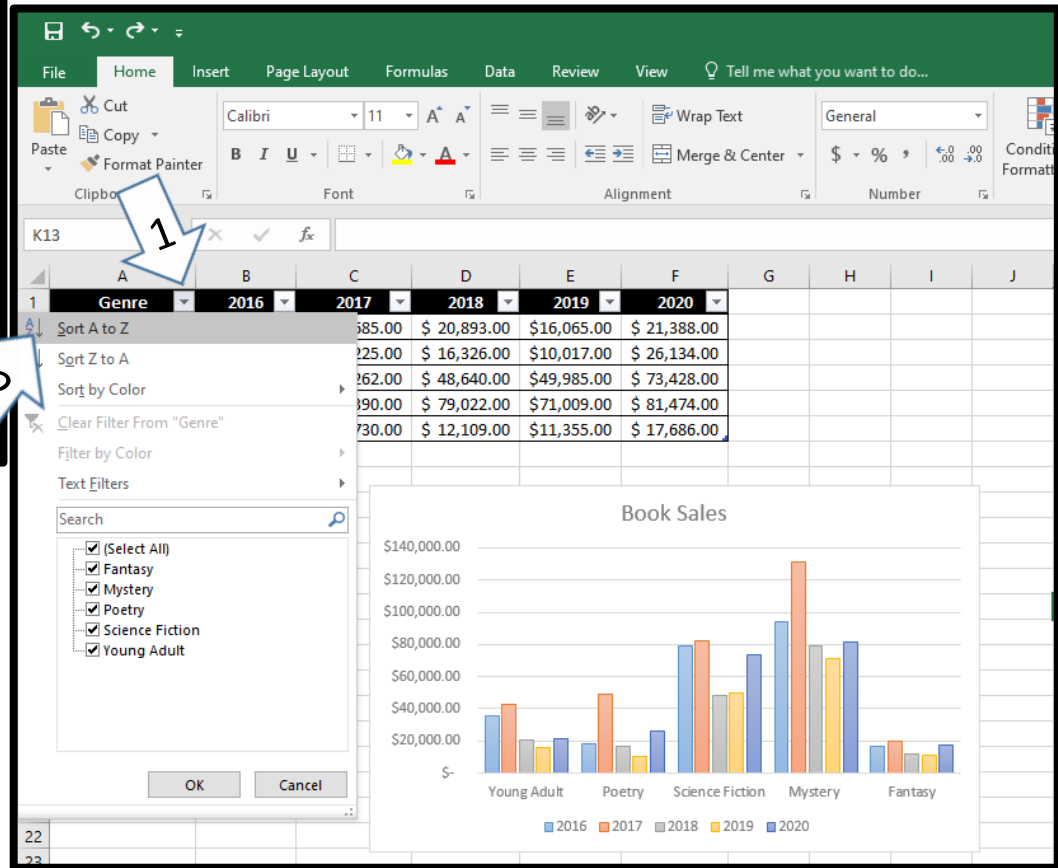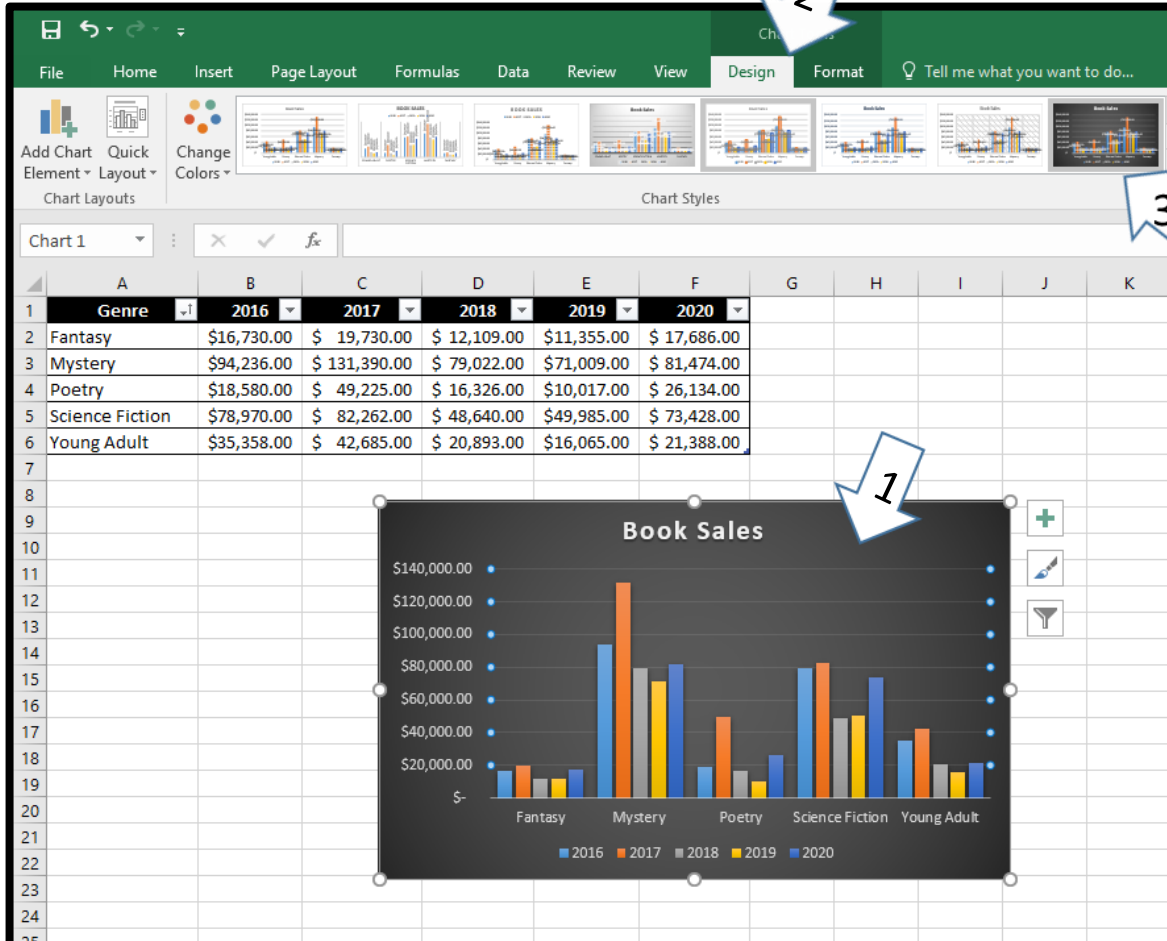
Chart Design

Steps:
1. **Click** on the **chart**.
2. **Click** on **Design Tab**.
3. **Select style number 8.**

AutoSum Feature
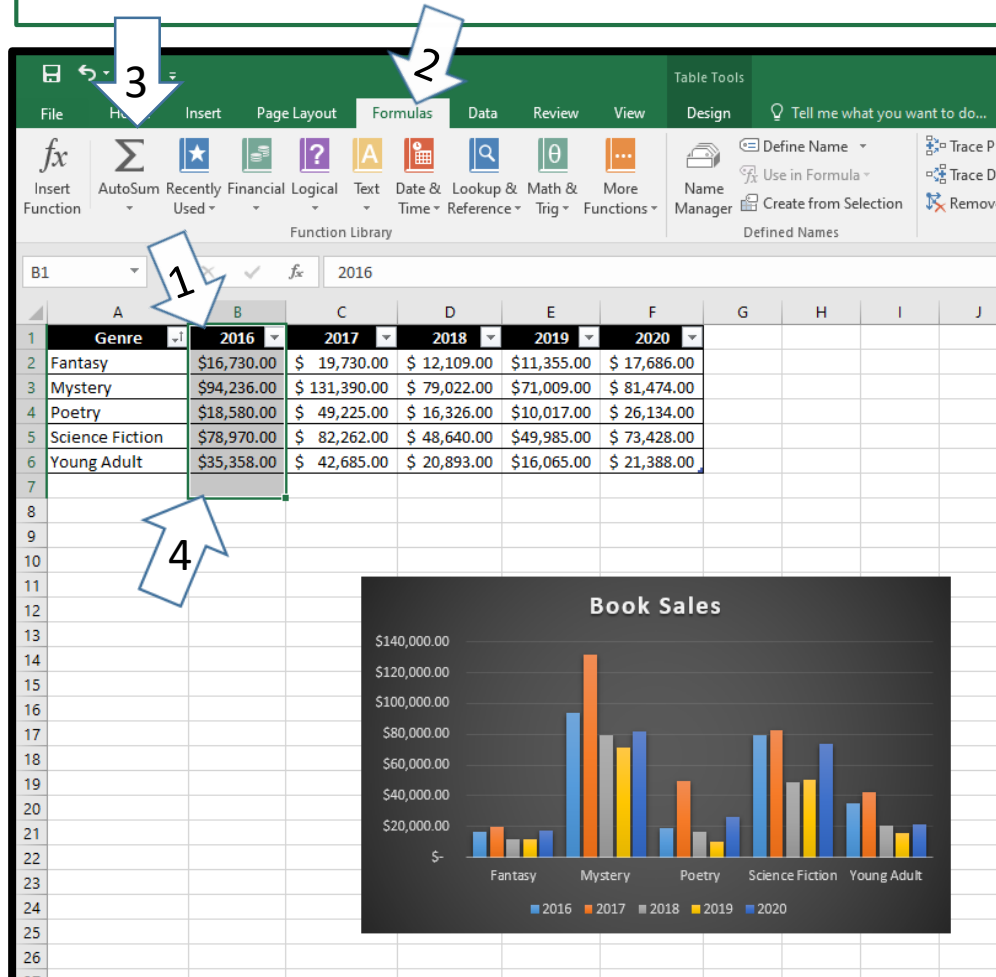
Calculate the yearly sales for 2016.

Steps:
1. **Select** cells **B2 to B7**.
2. **Select** the **Formulas Tab**.
3. **Click** on **AutoSum**.
4. The total amount of sales will appear in cell **B7.**
5. **If needed expand the cell.**
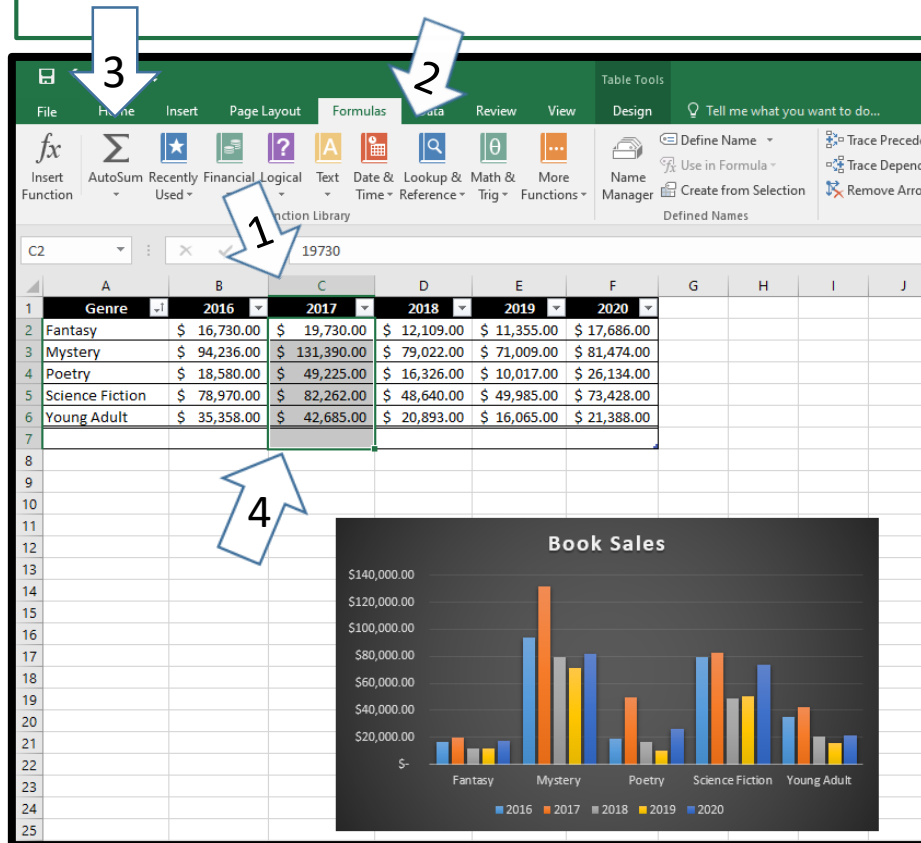
AutoSum Feature

Calculate the yearly sales for 2017.

Steps:
1. **Select** cells **C2 to C7**.
2. **Select** the **Formulas Tab**.
3. **Click** on **AutoSum**.
4. The total amount of sales will appear in cell **C7.**
5. **If needed expand the cell.**

AutoSum Feature

Calculate the yearly sales for 2018.

Steps:
1. **Select** cells **D2 to D7**.
2. **Select** the **Formulas Tab**.
3. **Click** on **AutoSum**.
4. The total amount of sales will appear in cell **D7**.
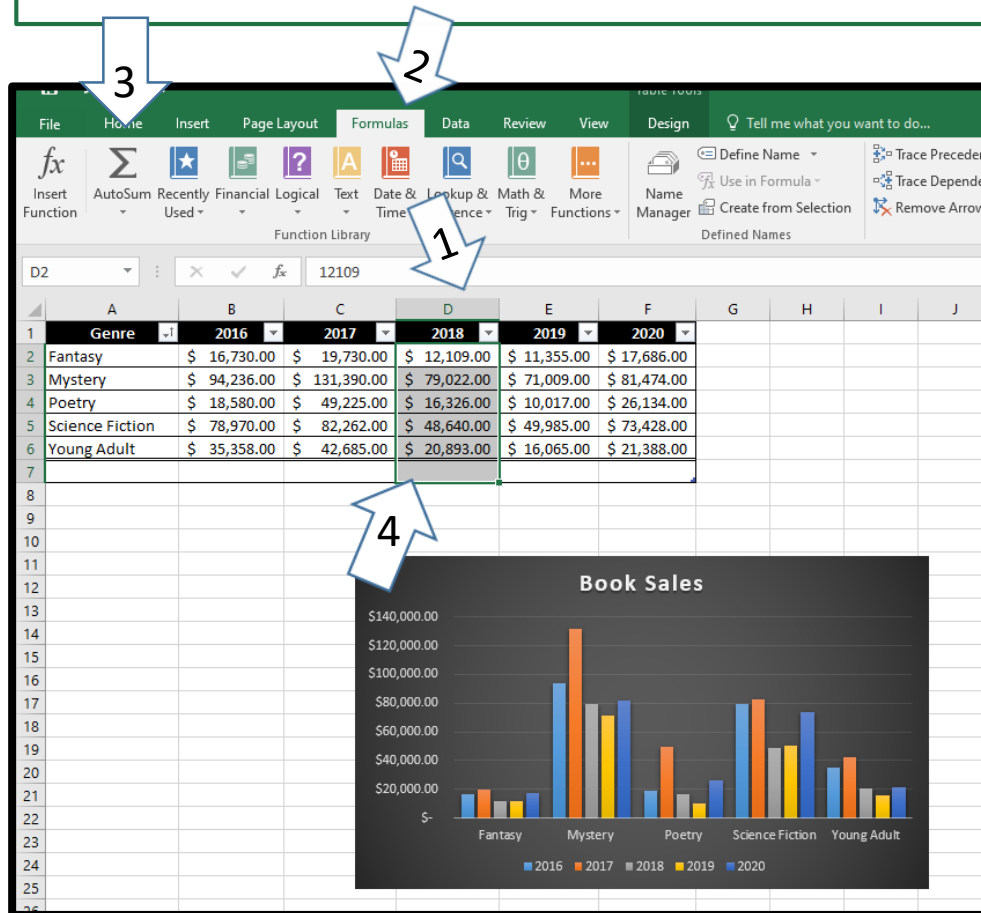5. **If needed expand the cell.**

AutoSum Feature

Calculate the yearly sales for 2019.

Steps:
1. **Select** cells **E2 to E7**.
2. **Select** the **Formulas Tab**
3. **Click** on **AutoSum**.
4. The total amount of sales will appear in cell **E7.**
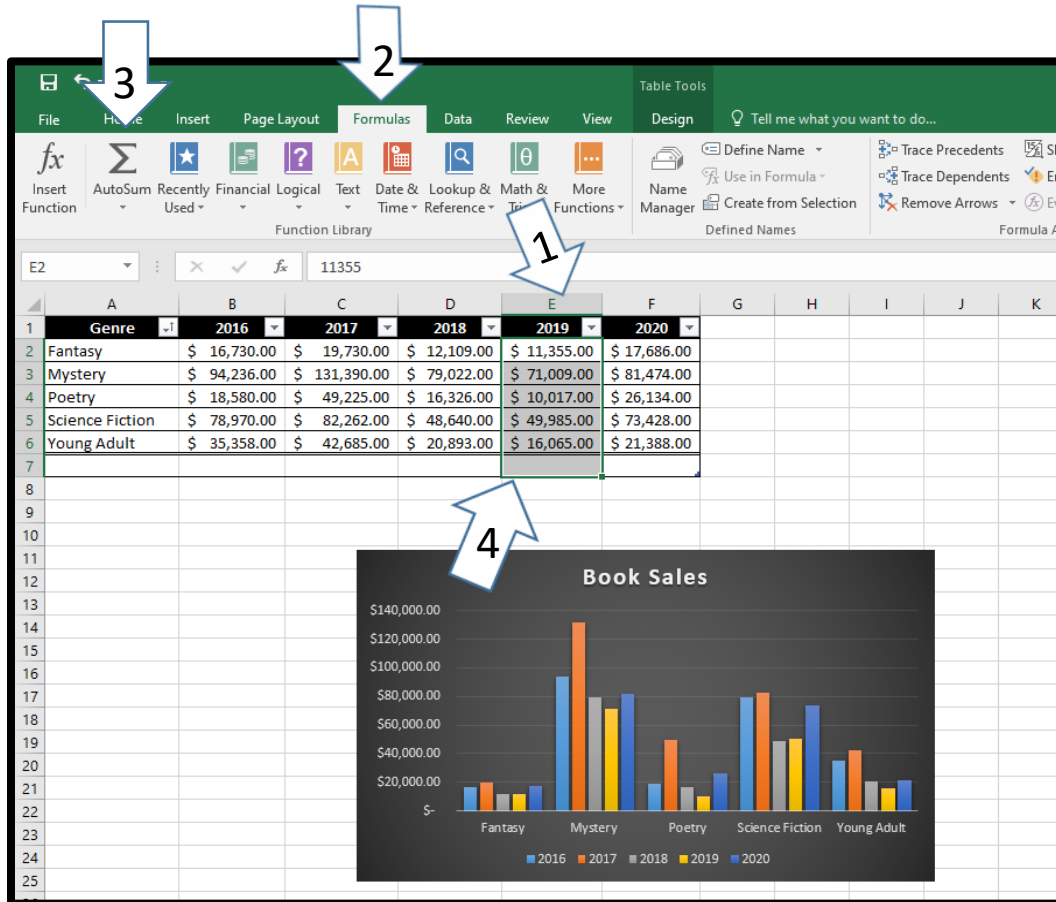5. **If needed expand the cell.**

AutoSum Feature

Calculate the yearly sales for 2020.

Steps:
1. **Select** cells **F2 to F7**.
2. **Select** the **Formulas Tab**
3. **Click** on **AutoSum**.
4. The total amount of sales will appear in cell **F7**.
5. **If needed expand the cell.**

Analyzing the Data

Steps:

1. **Type** the questions onto the Excel Sheet.
2. **Answer the questions by looking at the data.**

Once you have answered the questions you may submit your work.

	Genre	2016	2017	2018	2019	2020
1	Genre	2016	2017	2018	2019	2020
2	Fantasy	$ 16,730.00	$ 19,730.00	$ 12,109.00	$ 11,355.00	$ 17,686.00
3	Mystery	$ 94,236.00	$ 131,390.00	$ 79,022.00	$ 71,009.00	$ 81,474.00
4	Poetry	$ 18,580.00	$ 49,225.00	$ 16,326.00	$ 10,017.00	$ 26,134.00
5	Science Fiction	$ 78,970.00	$ 82,262.00	$ 48,640.00	$ 49,985.00	$ 73,428.00
6	Young Adult	$ 35,358.00	$ 42,685.00	$ 20,893.00	$ 16,065.00	$ 21,388.00

9 Which year had the highest amount of sales ?

12 Which year had the lowest amount of sales?

29 Which genre had the lowest amount of sales?

Book Sales