

Bookstore Excel Activity

5th Grade

Created by Mrs. Butcher



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.

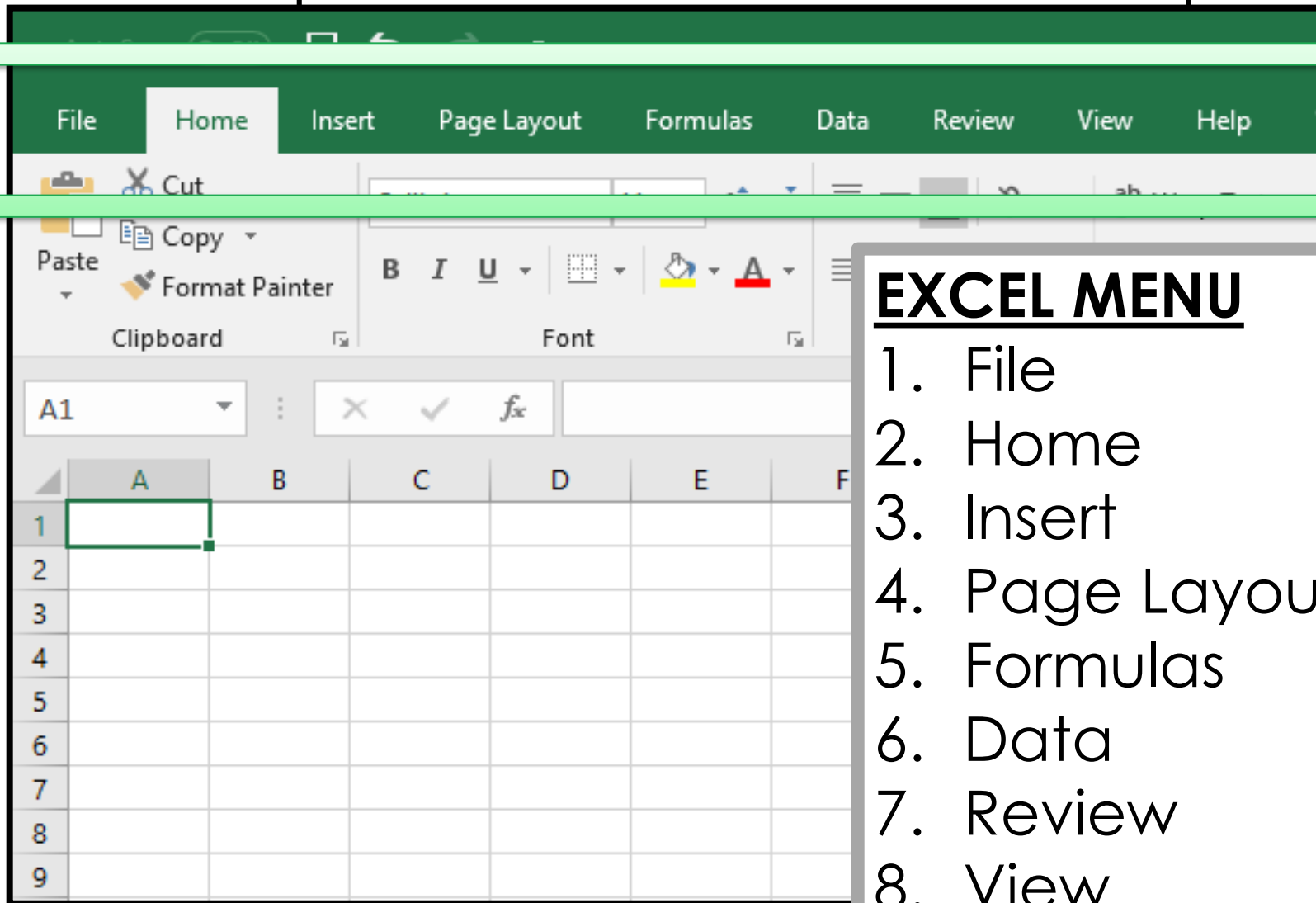
Workbook – An Excel file that contains individual worksheets. Also called a spreadsheet file.

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

Excel Rubric

Criteria	Score
<ul style="list-style-type: none">• 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
<ul style="list-style-type: none">• 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
<ul style="list-style-type: none">• 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
<ul style="list-style-type: none">• 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

Letters indicate COLUMNS and Numbers indicate ROWS

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

The screenshot shows a Microsoft Teams interface. At the top, there are navigation tabs: 'Conversations', 'Files', 'Class Notebook', and 'Assignments'. The 'Assignments' tab is active. Below the tabs, there is a 'Back' button on the left and a 'Turn in' button on the right. The main content area displays the assignment details for 'Book Sales'. It includes a 'Due Date' of 'Thu May 30, 2019 at 11:59 PM' and 'Points' of '50 points possible'. Under 'Instructions', it says 'Use the direction booklet to help you.' Under 'Reference materials', it says 'None'. Under 'My work', there is a document titled 'Book Sales' with a context menu open. The context menu options are: 'Open in Teams', 'Open in Excel', 'Open in Excel Online', and 'Download'. There is also an 'Add work' button next to the document.

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.

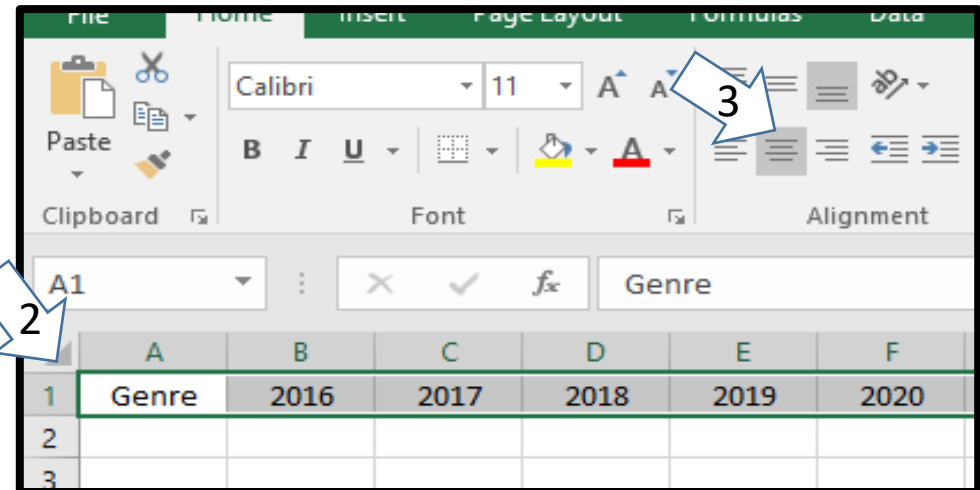
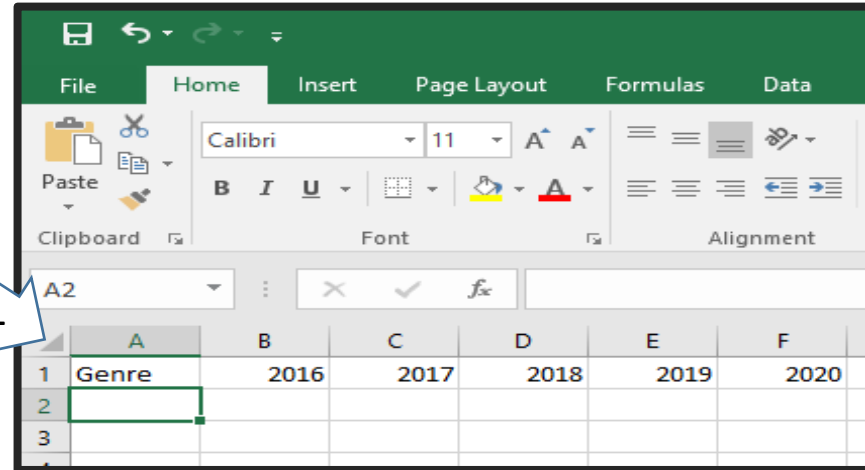
Do not select File → Save As

Inputting Data

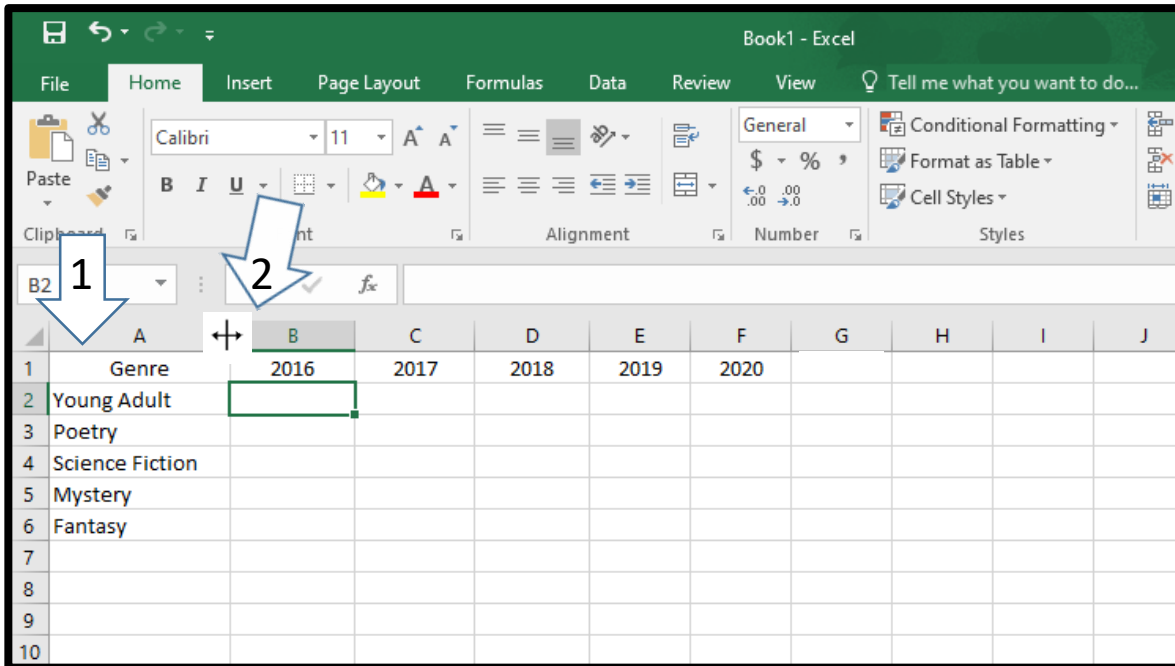
Format the Spreadsheet

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 \leftrightarrow 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

The screenshot shows the Microsoft Excel interface with the Home tab selected. The ribbon includes options for Clipboard, Font, and Alignment. A range of cells from B2 to F6 is selected, highlighted in green. A blue arrow labeled '1' points to this selection. The Accounting group on the ribbon is active, showing the Accounting Format dropdown menu. A blue arrow labeled '2' points to the Accounting Format dropdown, which is currently set to '\$'. A second blue arrow labeled '3' points to the Accounting Format dropdown menu, which is open, showing a list of options: '\$ English (United States)', '£ English (United Kingdom)', '€ Euro (€ 123)', '¥ Chinese (PRC)', 'CHF French (Switzerland)', and 'More Accounting Formats...'. The spreadsheet data is as follows:

	A	B	C	D	E	F
1	Genre	2016	2017	2018	2019	2020
2	Young Adult					
3	Poetry					
4	Science Fiction					
5	Mystery					
6	Fantasy					
7						
8						
9						
10						
11						
12						

Inputting Data

The screenshot shows the Microsoft Excel interface with the following data table:

	A	B	C	D	E	F
1	Genre	2016	2017	2018	2019	2020
2	Young Adult	\$35,358.00	\$ 42,685.00	\$ 20,893.00	\$16,065.00	\$ 21,388.00
3	Poetry	\$18,580.00	\$ 49,225.00	\$ 16,326.00	\$10,017.00	\$ 26,134.00
4	Science Fiction	\$78,970.00	\$ 82,262.00	\$ 48,640.00	\$49,985.00	\$ 73,428.00
5	Mystery	\$94,236.00	\$ 131,390.00	\$ 79,022.00	\$71,009.00	\$ 81,474.00
6	Fantasy	\$16,730.00	\$ 19,730.00	\$ 12,109.00	\$11,355.00	\$ 17,686.00
7						
8						

Steps:

1. **Type** the \$ amounts into the correct cells.
2. If you see ##### then make the **columns** larger using the \leftrightarrow .
3. **Your screen should look like this.**

Formatting the Table

Book1 - Excel

File Home Insert Page Layout Formulas Data Review View Tell me what you want to do... Coach But

Clipboard Font Alignment Number

General

Format as Table

Light

Medium

Format As Table

Where is the data for your table?
=\$A\$1:\$F\$6

My table has headers

OK Cancel

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

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

Table Name: Table3

Table Style Options:

- Header Row
- First Column
- Total Row
- Last Column
- Banded Rows
- Banded Columns

	Genre	2016	2017	2018	2019	2020
2	Young Adult	\$35,358.00	\$ 42,685.00	\$ 20,893.00	\$16,065.00	\$ 21,388.00
3	Poetry	\$18,580.00	\$ 49,225.00	\$ 16,326.00	\$10,017.00	\$ 26,134.00
4	Science Fiction	\$78,970.00	\$ 82,262.00	\$ 48,640.00	\$49,985.00	\$ 73,428.00
5	Mystery	\$94,236.00	\$ 131,390.00	\$ 79,022.00	\$71,009.00	\$ 81,474.00
6	Fantasy	\$16,730.00	\$ 19,730.00	\$ 12,109.00	\$11,355.00	\$ 17,686.00
7						

Your screen should now look like this.

Inserting a Chart

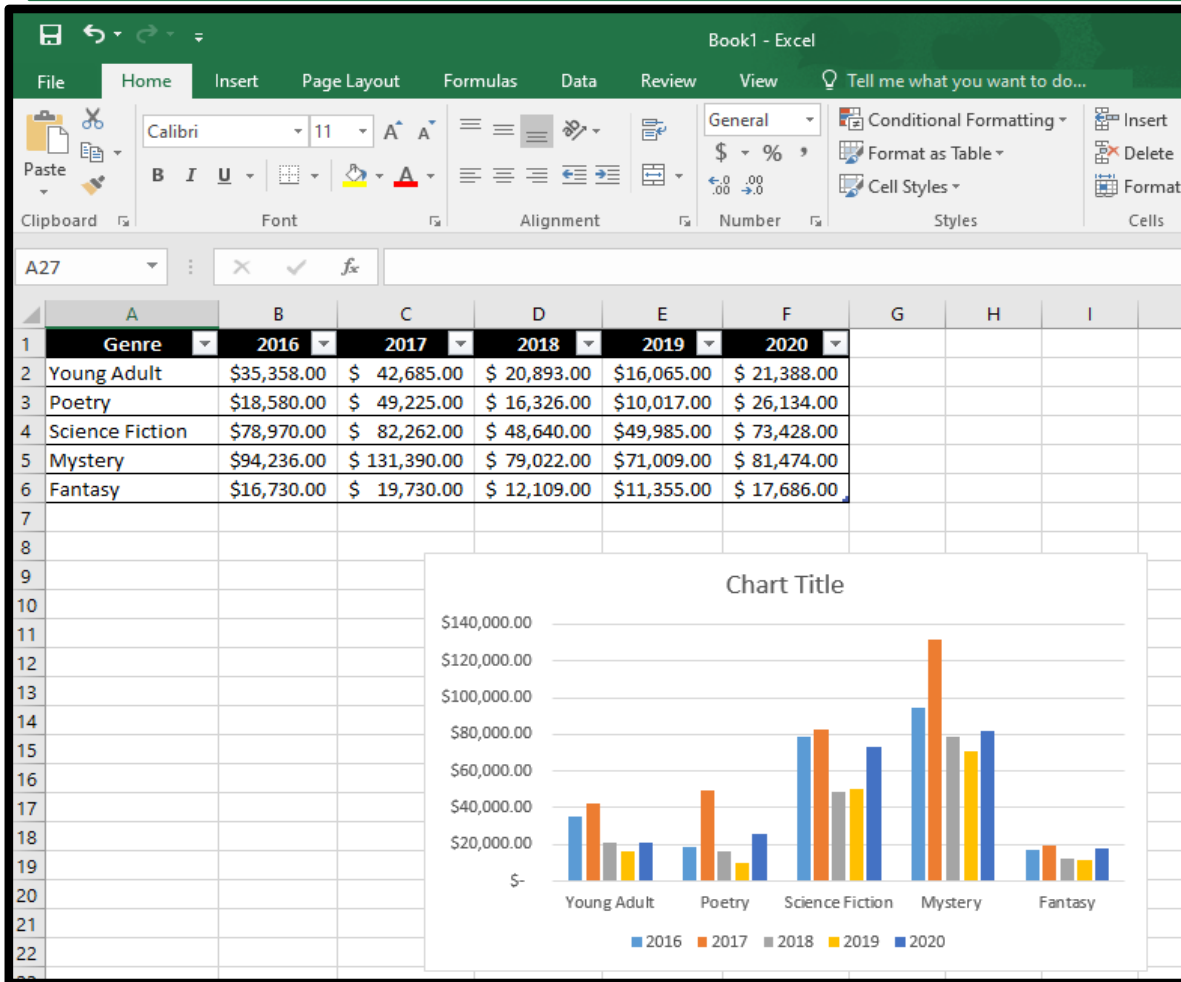
The screenshot shows the Excel interface with the 'Insert' tab selected. The 'Recommended Charts' task pane is open, displaying various chart options. A 2-D Clustered Column chart is highlighted. The data table below shows sales figures for different genres from 2016 to 2018.

Genre	2016	2017	2018
Young Adult	\$35,358.00	\$ 42,685.00	\$ 20,893.00
Thriller	\$18,580.00	\$ 49,225.00	\$ 16,326.00
Mystery	\$78,970.00	\$ 82,262.00	\$ 48,640.00
Science Fiction	\$94,236.00	\$ 131,390.00	\$ 79,022.00
Non-Fiction	\$16,730.00	\$ 19,730.00	\$ 12,109.00

Steps:

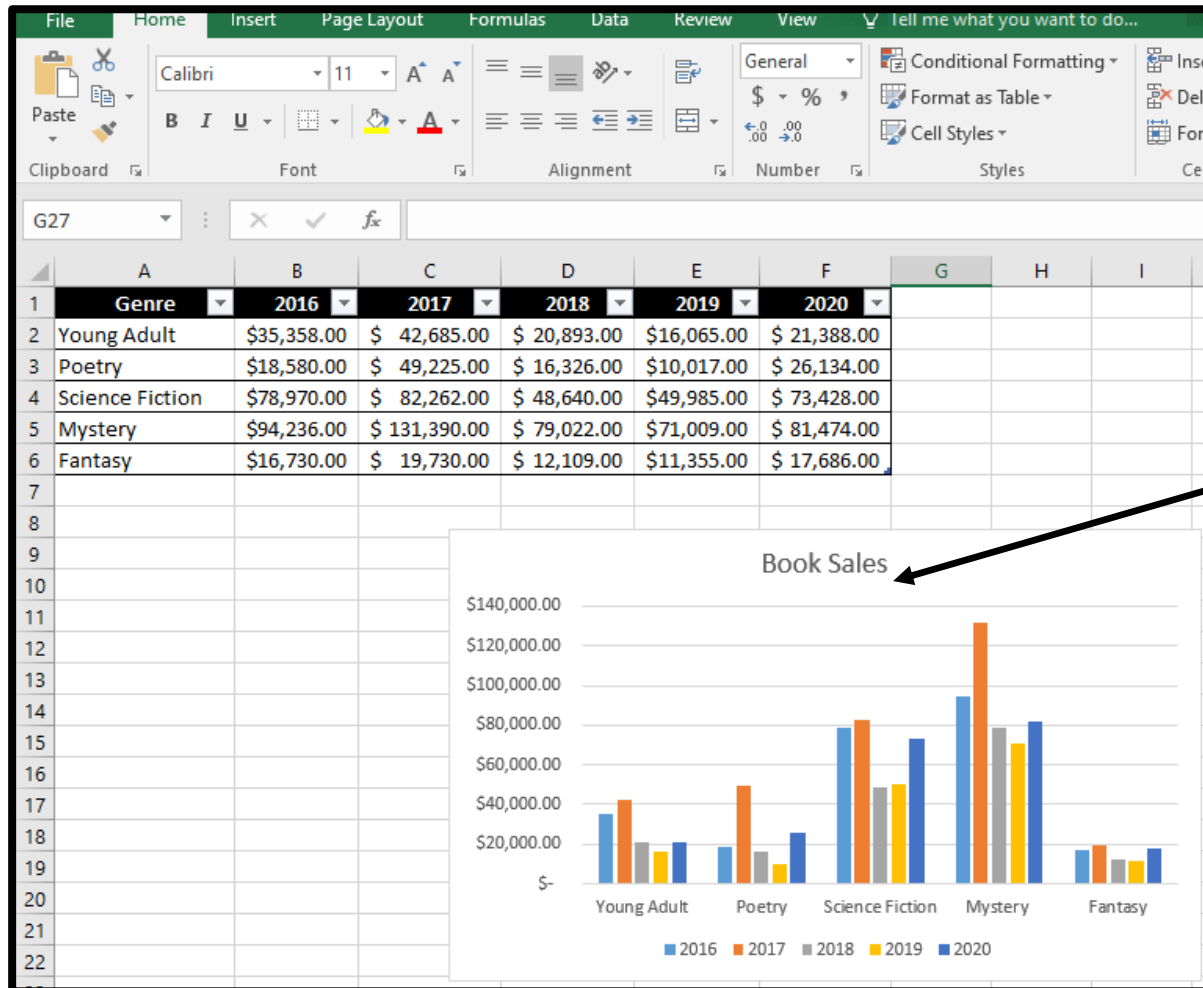
1. Select cells A1 to F6
2. Select Insert.
3. Click on the down arrow next to the chart icon.
4. Select 2D Clustered Column.

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.

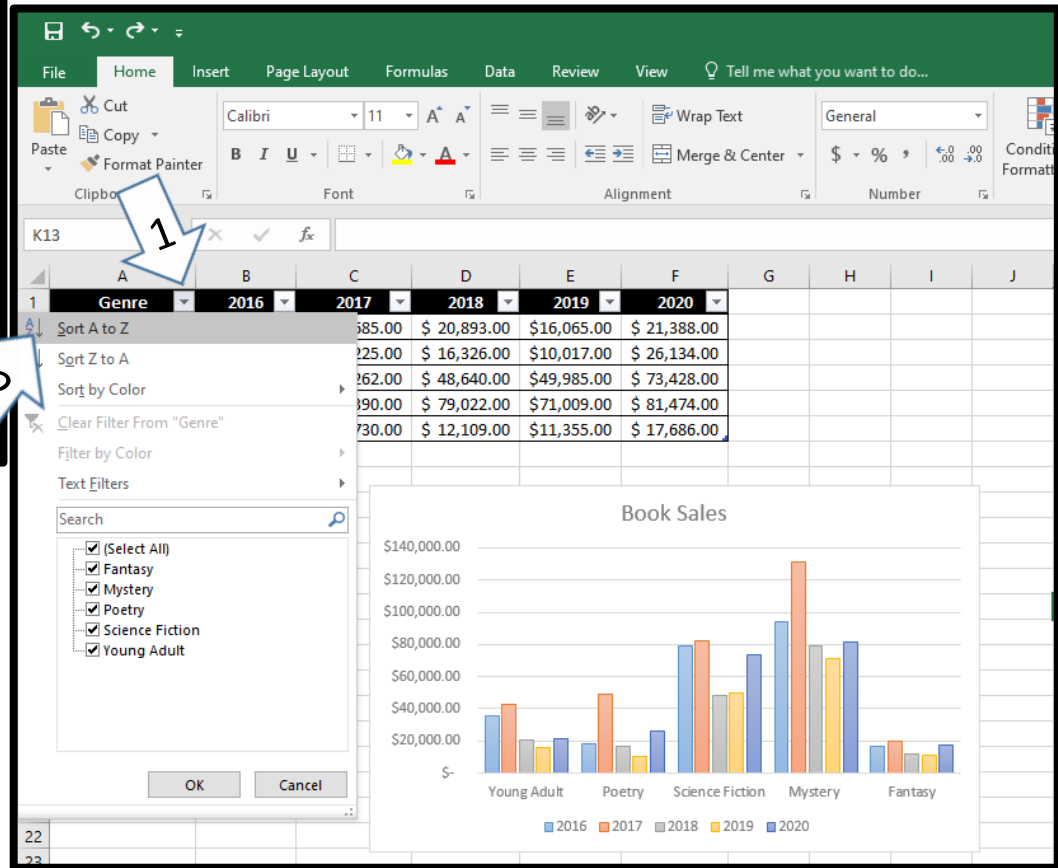
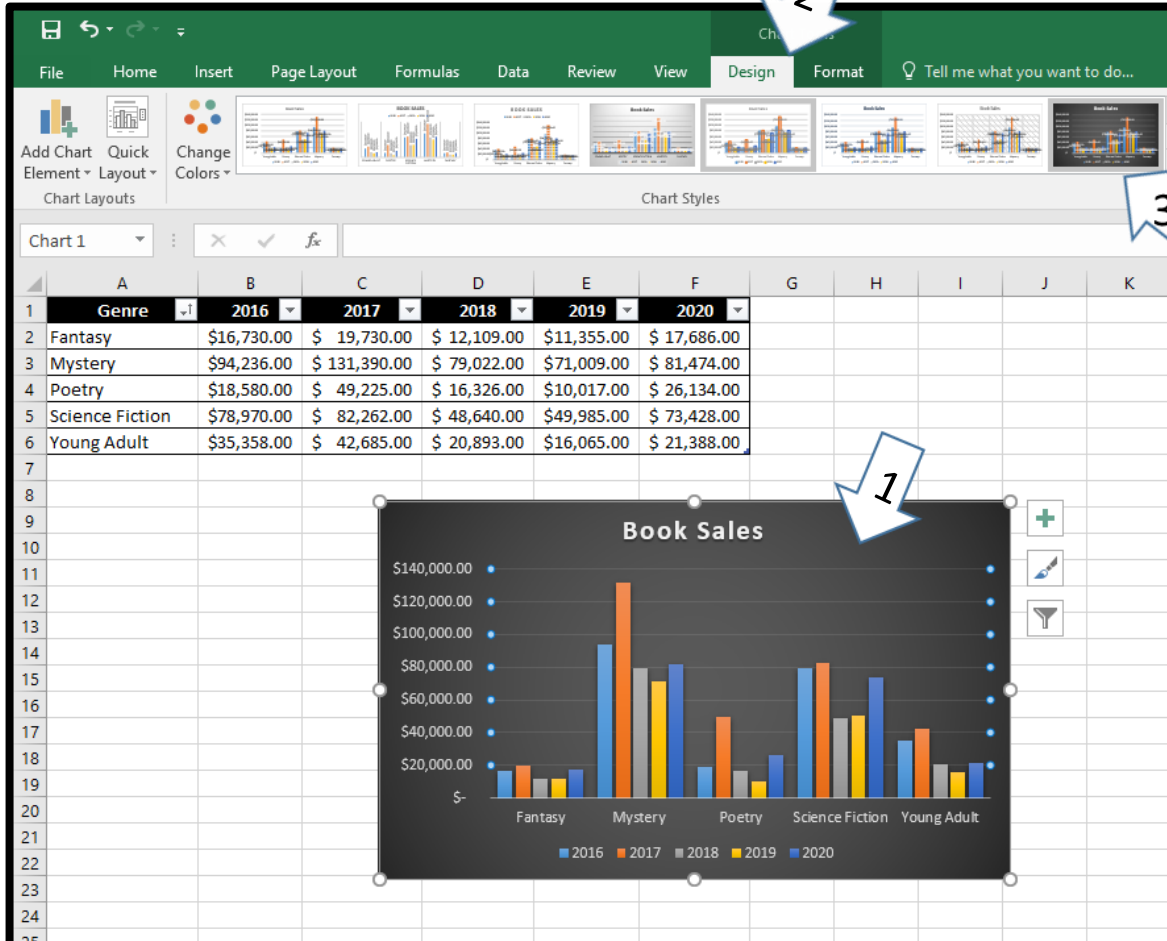


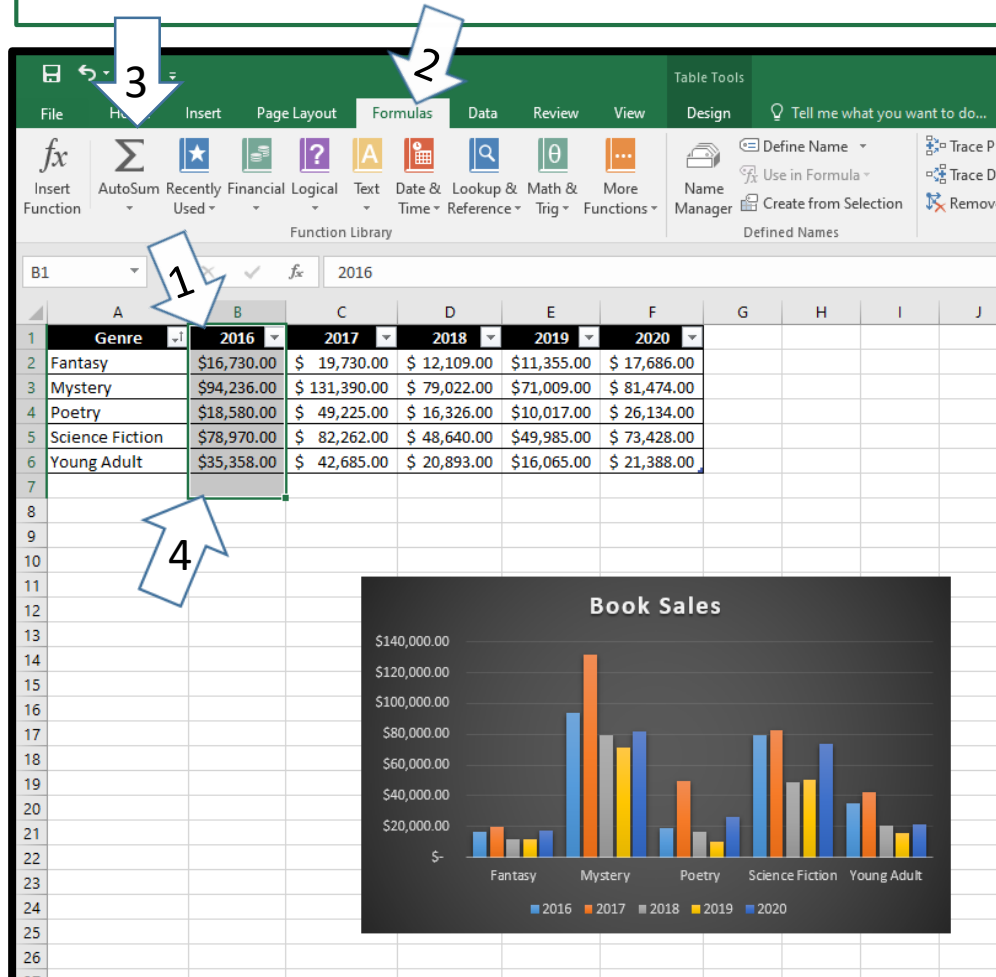
Chart Design



Steps:

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

AutoSum Feature

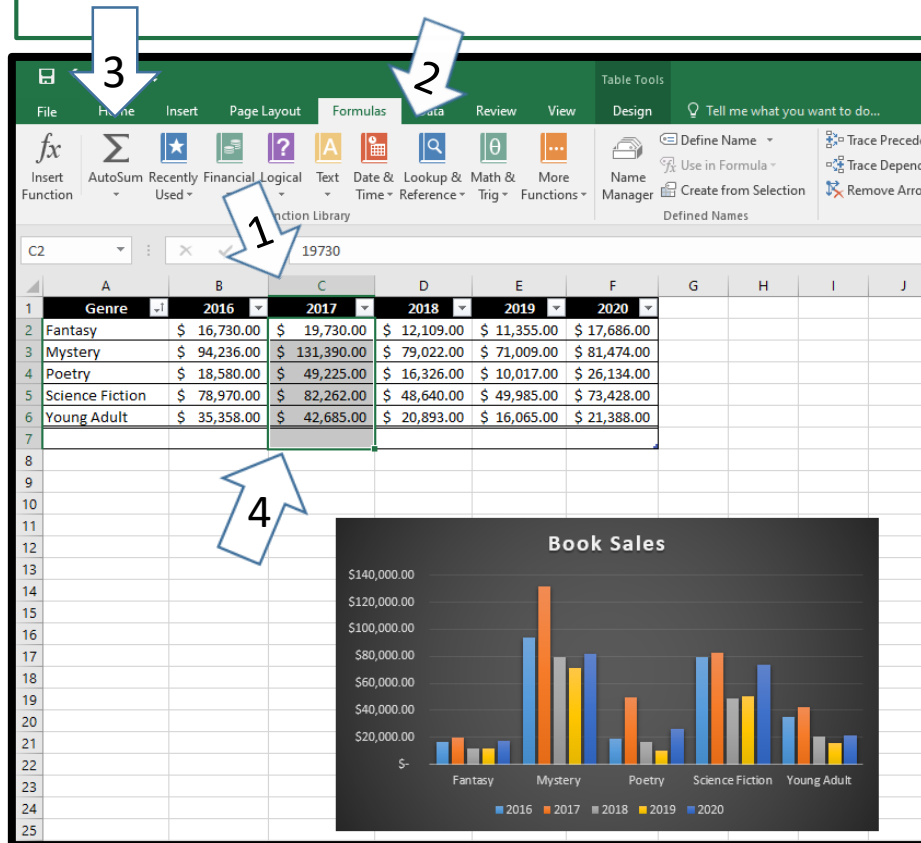


Calculate the yearly sales for 2016.

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

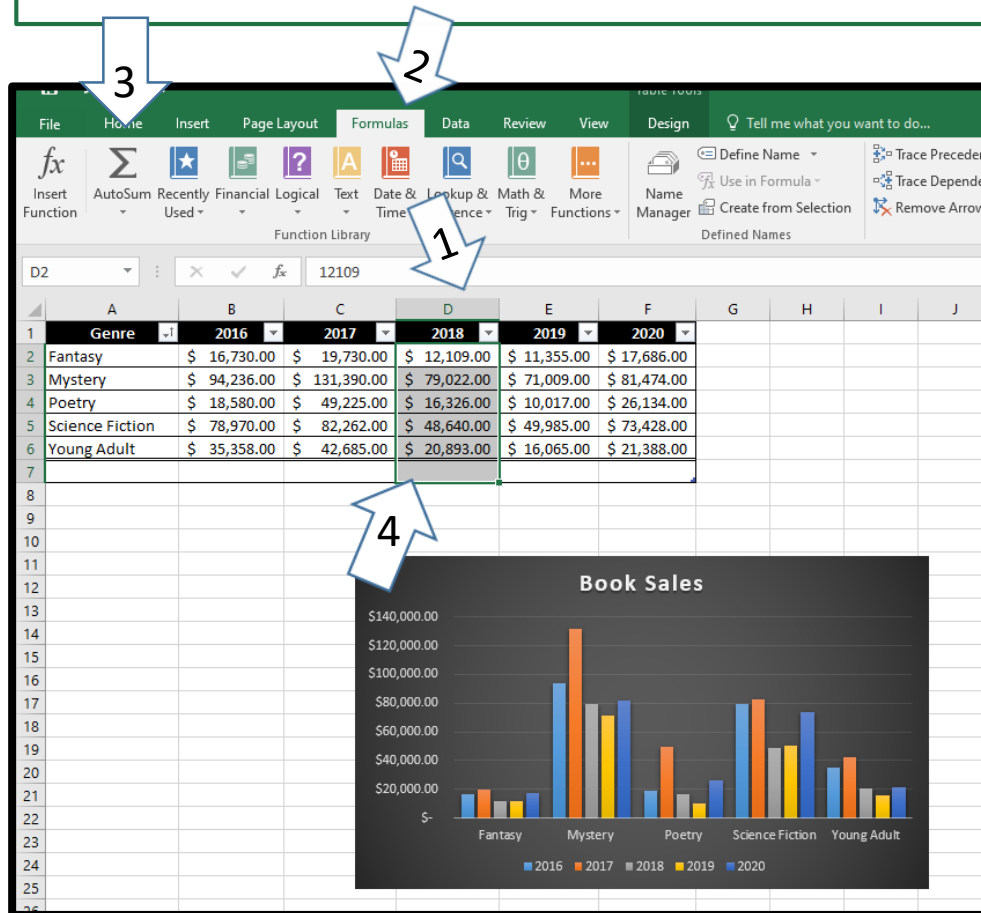


Calculate the yearly sales for 2017.

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

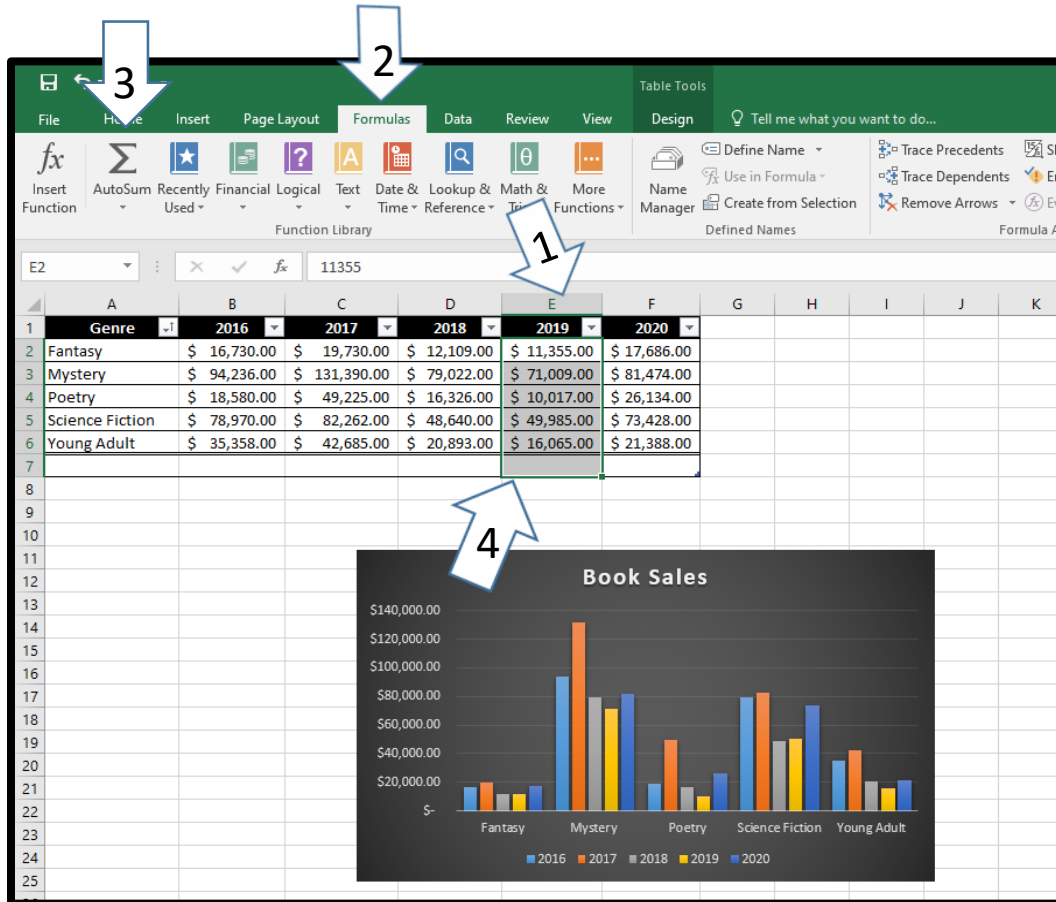


Calculate the yearly sales for 2018.

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

The screenshot shows the Excel interface with the Formulas tab selected. The AutoSum button (Σ) is highlighted with a blue arrow labeled '1'. A blue arrow labeled '2' points to the Formulas tab, and another labeled '3' points to the AutoSum button. A blue arrow labeled '4' points to the total sales value in cell F7. The data table is as follows:

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

The bar chart 'Book Sales' shows the total sales for each genre from 2016 to 2020. The Y-axis represents sales in dollars, ranging from \$0 to \$1,400,000. The X-axis lists the genres: Fantasy, Mystery, Poetry, Science Fiction, and Young Adult. The legend indicates the years: 2016 (blue), 2017 (orange), 2018 (grey), 2019 (yellow), and 2020 (light blue).

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.

