

Excel Spreadsheet Activity Redo #1


Directions: Please follow all directions in this packet. This assignment will consist of your tracking ten different stocks over a period of a week. After you complete this packet you will have to update your spreadsheet every day for a week. If you do not know how to use Excel, do not worry, this packet is a step-by-step guide. If you have any questions, please let me know.

Opening Excel:

You can access Excel by clicking on the **Start** button in the lower left hand corner of the screen, then click on **All Programs**. Next click **Microsoft Office**, then click **Microsoft Office Excel 2003**. An Excel spreadsheet will open on the screen.

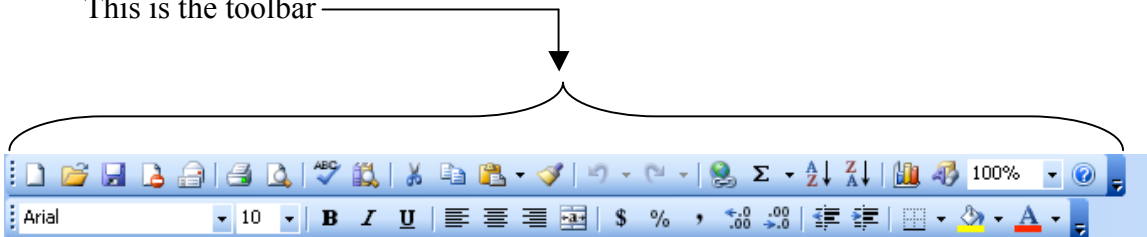
Getting Started:

→ If the instructions tell you to click on the “menu bar”:


This is the menu bar → 

→ If the instructions tell you to click on something on the “toolbar”:

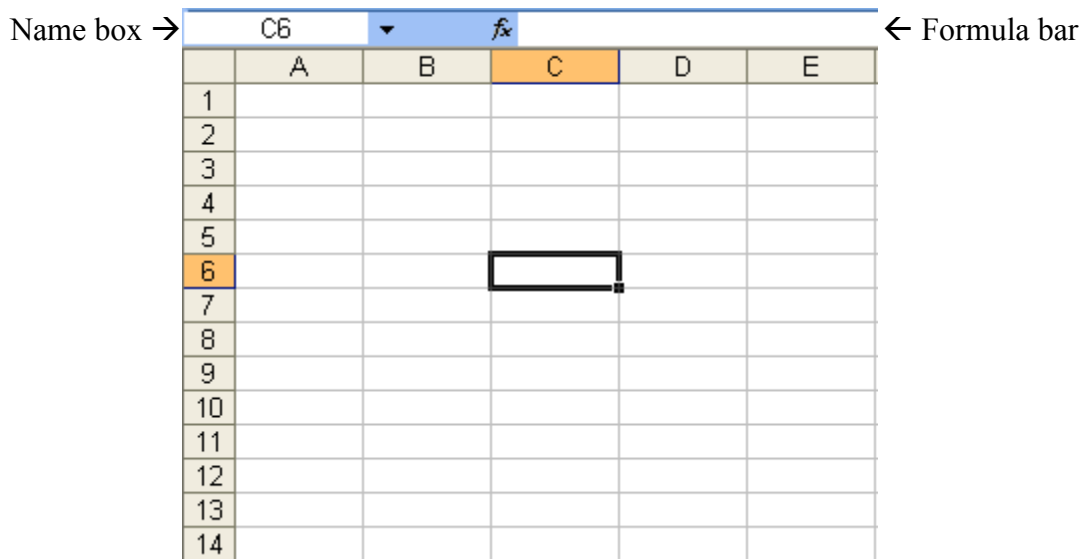
This is the toolbar



→ You can undo your last operation at any time by holding **Ctrl + Z**.

→ To save your work you click the disc  on the toolbar. You can save your spreadsheet as anything you like, as long as you can remember the name. ☺

→ The columns are assigned capital letters. The rows are assigned numbers. Each cell is assigned a capital letter and a number. This is denoted in the name box.



→ To type in a cell you click on the cell and a thick black box is formed around the cell. You can begin typing once the box is around the cell. Whatever you type will show up in the formula box.

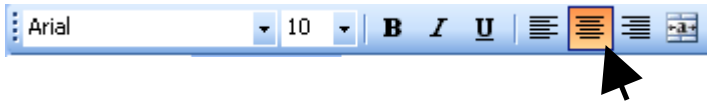
→ You can move around the spreadsheet using the up, down, left, and right arrows on the keyboard.

→ After you are finished typing something if you press Enter the thick black box will move down highlighting the cell below where you just typed. If you press Tab after you enter something the thick black box will move to right one cell.

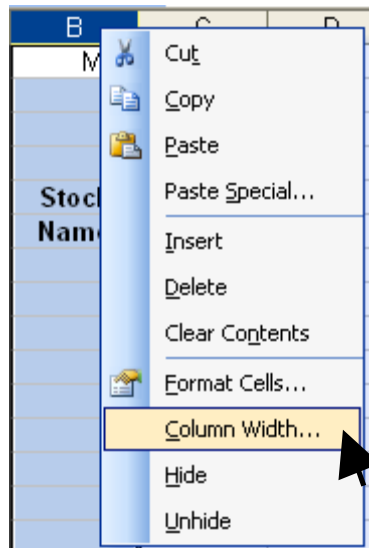
Creating Headings:

- 1) Click on cell C1: this will be where you put the title of your spreadsheet. Type in “_____’s Stocks”, in the blank put your name.
- 2) Click on cell A5 and enter “Stock”
- 3) Click on cell A6 and enter “Symbol”
- 4) Click on cell B5 and enter “Stock”
- 5) Click on cell B6 and enter “Name”
- 6) Click on cell C5 and enter “Number of”
- 7) Click on cell C6 and enter “Shares”

Now click on the center button in the toolbar.



23) Click directly on column B's heading. This will highlight the column. While still on top of column B right click the mouse and click on column width.



Change the column width to 25.

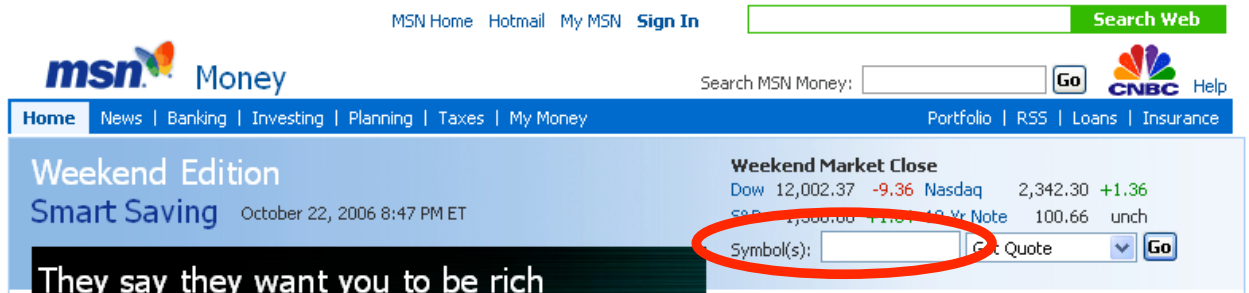


24) Click directly on column C, this will highlight the column. Change the column width to 12.

Creating Formulas:

→ A formula is an equation that is put into a cell and it will compute whatever you would like. The first step to making a formula in a cell is having an equals sign (=) in front of the equation. The first equation we will be inputting is “=e7/d7.” This means once all information is put in the table, cell C7 will show the answer to the equation $e7/d7$. ($e7/d7$ literally means cell E7 divided by cell D7) All of the following equations will tell you the number of shares you have according to the base value and the base price.

- 4) There is a place on this Webpage to type in your stock name.



You simply type in a stock name and press Enter. You may get more than one hit for that stock. Choose the stock you want and the closing price will come up.

- 5) For example, let's consider the Hilton Hotel Stock. Enter **Hilton Hotel** in the symbol(s): box and press Enter. When the Webpage comes up, below I circled the three pieces of information you will need.



Circle #1 is the stock name. You will enter each individual stock name in cells B7 to B16. Circle #2 is the stock symbol. You will enter each individual stock symbol in cells A7 to A16. Circle #3 is the closing price for that stock for that particular day.

You will enter these values into cells D7 to D16 and F7 to F16.

- 6) Print your spreadsheet once all data are entered into the spreadsheet. Keep this spreadsheet.
- 7) For the next five days you will look up your stock's closing prices. Each new closing price will be updated in the cells F7 to F16. Print a spreadsheet for each day. These spreadsheets will be used during an upcoming lesson.