



Microsoft
Excel

Model Handout - Data Entry & Fx

Fontana Cellars & Inn

1. Enter Text
Click a cell and begin typing.



2. Enter Data
Begin entering the Fontana Cellars Data into the Cells.

3. Shading
Highlight the row or column and use the fill tool.

Income Statement Data

YEAR ENDED JUNE 30TH					
Income Statement Data (in thousands)	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	
Net Revenue	\$ 44,358.00	\$ 48,969.00	\$ 50,266.00	\$ 39,456.00	Total Yearly Revenue \$ 183,049.00

4. Fomattting
Begin Formatting the columns and text.

5. Acquiring a Total
1. Click on cell.
2. Click on "Sum" key. 
3. Highlight or drag the Marquis over the cells to be calculated.
5. Click green check key. 

Sheet 1 Skills:

- Insert text and data.
- Insert, adjust, delete rows and columns.
- Auto fit
- Merge center
- Text formatting
- Shading
- Sum key
- Cell data formatting
- Borders

Step-by-Step:

- Begin by typing the text and data into the corresponding cells.
- Apply auto fit to the columns. Adjust the rows & columns.
- Center the titles with the merge center command.
- Format the text and data by changing the font, style & size.
- Apply shading.
- Total the year's revenue.
- Add the currency symbol.
- Add borders.