



Microsoft
Excel

Review 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.

Operating Data

	YEAR ENDED JUNE 30TH			
(9-litre equivalent - in thousands)	2002	2001	2000	1999
Chardonnay	3,502	2,898	2,612	2,115
Merlot	2891	3214	2731	2521
Cabernet Sauvignon	2982	3813	3341	3011
Total:	9375	9925	8684	7647

Avg. Yearly Production



2,782

2839.25

3286.75

4.

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. 

5.

Acquiring an Avg.

1. Click the cell.
2. Click Function key. Click "Average"
3. "Number 1" will be active. Either highlight the cells you want avg. or Highlight the "Total" cell / number of cells. (eg. =Average(L9/10). "ok")

6.

Fill Tool

After creating the first average, use the fill tool to create the others.
Increase Decimal?

Sheet 2 Skills:

Renaming Sheets
Function Key

Step-by-Step:

Begin by renaming the sheets.
On sheet 2, type the text & date into the corresponding cells.
Auto-fit the columns.
Center the titles.
Format the text & data.
Add shading.
Calculate the totals.
Calculate the averages.
Fill / Increase Decimal
Add borders.