Review of MS Excel 2016 Part II

1. Open “Lesson 23 GCF 2013 Sparklines Practice Workbook” from your flash drive.
   a. Create SPARKLINES
      i. (hint: select Kathy Albertson’s sales figures from May through October.)
      ii. (Hint continued: Click the INSERT tab on the ribbon, click the drop-down menu for Sparklines, and choose LINE.)
      iii. (Hint: then click inside of cell H2 next to her last sales amount in October. Click OK.

         How can you easily fill in the rest of the salespersons’ sparklines? (hint: AUTOFILL)
         How can you dress them up? (Hint: Explore the SPARKLINES DESIGN tab – you may need to click it to activate it, as sometimes it hides behind other ribbons.)

2. Open “Lesson25 GCF Track Changes and Comments Practice Workbook” from your flash drive.
   a. Explore TRACK CHANGES
      i. For now, don’t worry about changing times because there is a formula used there that we haven’t yet explored. Instead, turn on TRACK CHANGES by clicking the REVIEW tab, then click the TRACK CHANGES drop-down menu, and then click TRACK CHANGES off of the menu. Click the checkbox next to “Track changes while editing…” then click OK.
      ii. Make a change in the Question Mark cell (D14) and notice the tiny triangle indicating that a change was made.
      iii. Add a comment on another cell, for example in the Facilitator column, E11. (Hint: look in the REVIEW tab and see NEW COMMENT in the ribbon, and click on it, then type a comment in a box that will appear.)
      iv. See if you can display all the changes on one sheet. (hint: SAVE the spreadsheet first, then look under the TRACK CHANGES dropdown menu and click TRACK CHANGES again, and select the checkbox for “List Changes on a New Sheet.”
      v. See if you show all comments.
      vi. Can you finalize the spreadsheet, and accept all the changes? List the steps that successfully lead you to this end result:

         • What were the advantages of creating a TABLE in a SPREADSHEET?
         • (“Lesson 22 GCF Tables Practice Workbook”)
         • For a challenge, see if you can again display total counts of t-shirt sizes on the
         • “Lesson 21 Groups and Subtotals Practice Workbook” (hint: Use the subtotal command in the ribbon.)
         • Explore “Goal Seek” using the practice spreadsheet called “Lesson 29 GCF What if Analysis Practice Workbook” and explore the three sheets (see the tabs at the bottom). Also work with Lesson _28_a_Practice_Workbook 3.xlsx”
         • Explore the headers on Lessons 20 & 23 with headers, and explore how the header was done.