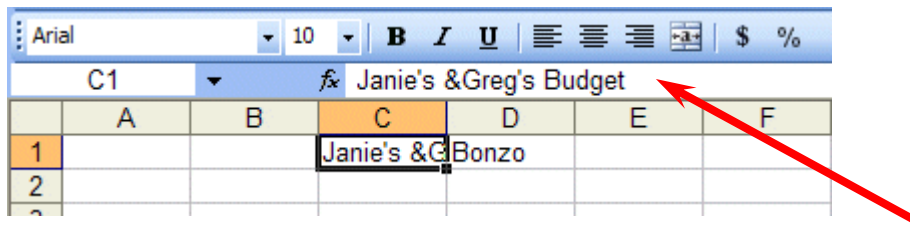




COURSE: Mechanical Engineering / Automotive Engineering
SUBJECT: AMEM 100 Freshman ME / AUTO 100 Freshman AE
Lecturer: Charalambos Athanasiou

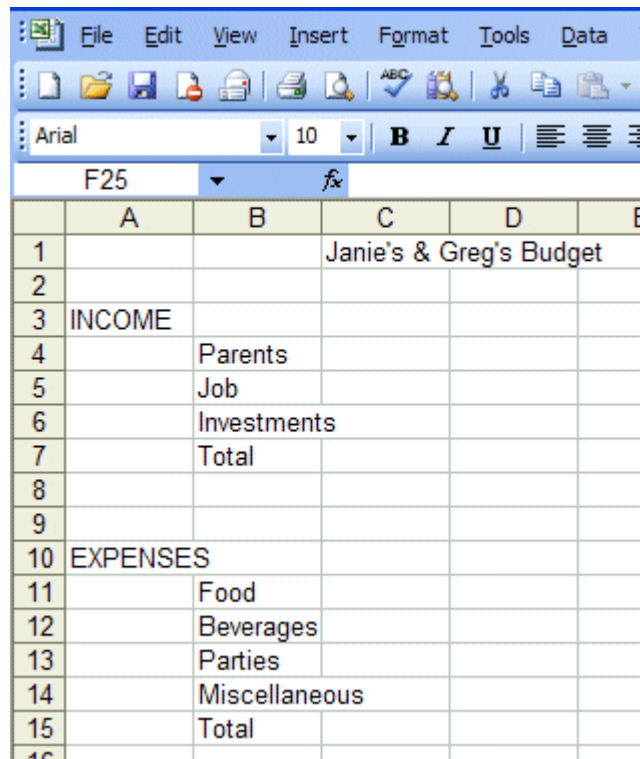
Starting Excel 2003




Cell Type-in

- A3** **Income**
- B4** **Parents**
- B5** **Job**
- B6** **Investments**
- B7** **Total**

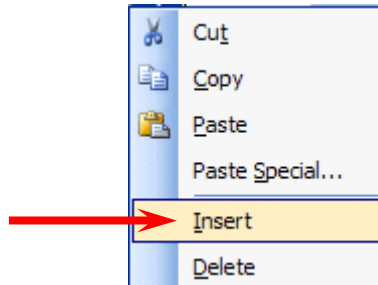
- A10** **Expenses**
- B11** **Food**
- B12** **Beverages**
- B13** **Parties**
- B14** **Miscellaneous**
- B15** **Total**



Inserting Rows



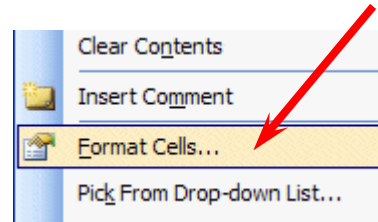
	A	B	C	D	E	F
1			Janie's & Greg's Budget			
2						
3	Income					
4		Parents	300			



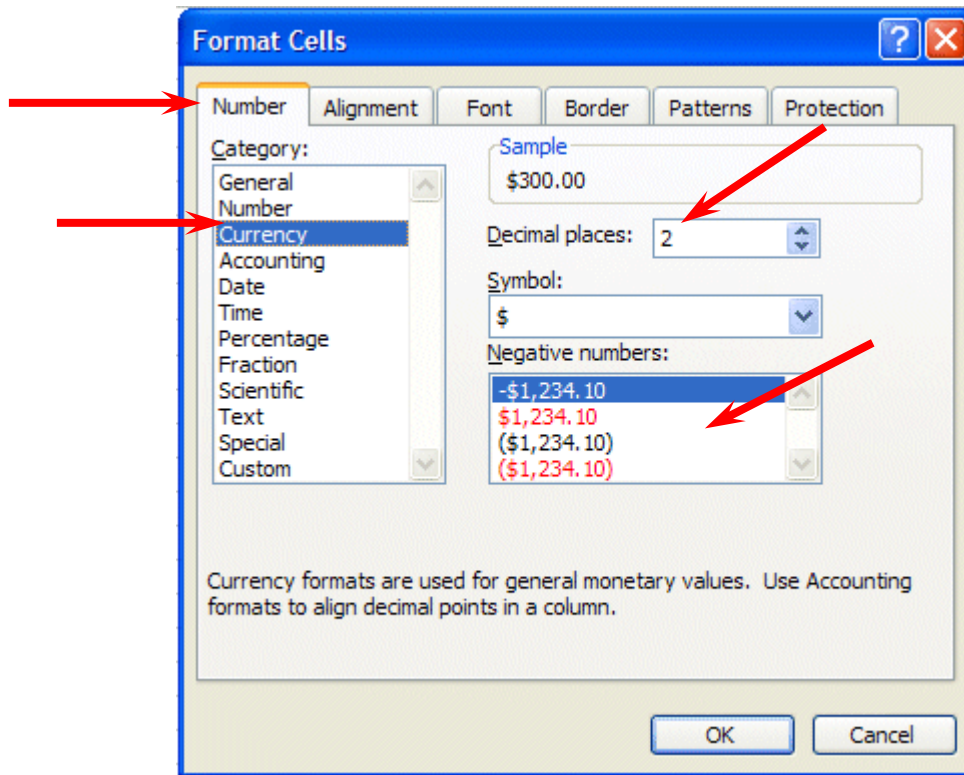
More Cell Formatting

4			
5	INCOME		
6		Parents	500
7		Job	50
8		Investments	150
9		Total	700
10			
11			
12	EXPENSES		
13		Food	30
14		Beverages	50
15		Parties	150
16		Miscellaneous	70
17		Total	300
18			
19	Net Income		400
20			

Now **point anywhere in the highlighted area** and **click the RIGHT mouse button**. A pop-up menu will appear. **Click-on Format Cells** (like you have done before).



Click-on the Number “Tab” at the top of the **Format Cells** menu screen. Point to **Currency** and **click-on Currency**.

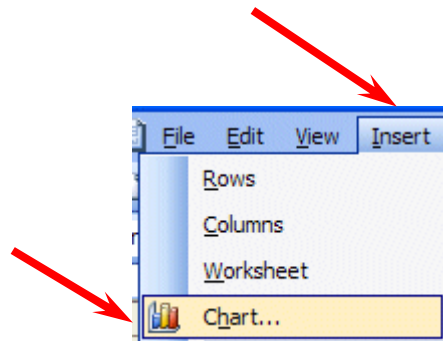


4			
5	INCOME		
6		Parents	\$500.00
7		Job	\$50.00
8		Investments	\$150.00
9		Total	\$700.00
10			
11			
12	EXPENSES		
13		Food	\$30.00
14		Beverages	\$50.00
15		Parties	\$150.00
16		Miscellaneous	\$70.00
17		Total	\$300.00
18			
19	Net Income		\$400.00
20			

Your spreadsheet numbers should now look like the one on the left.

Graphics

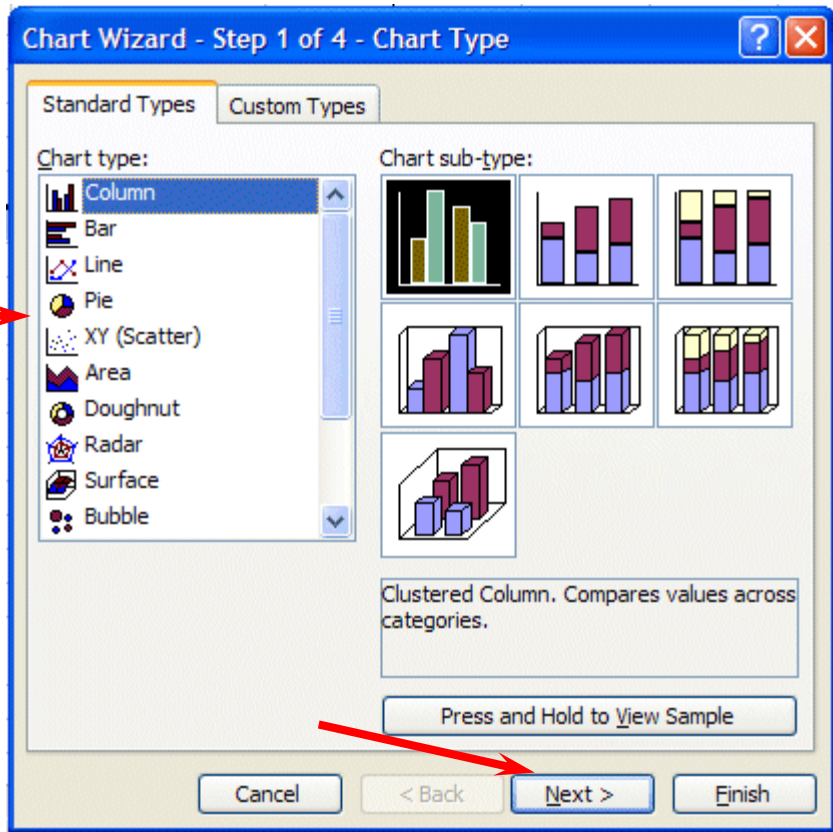
	A	B	C	D	E	F
1			Janie's & Greg's Budget			
2						
3			SEPT	OCT	NOV	DEC
4						
5	INCOME					
6		Parents	\$400.00	\$300.00	\$300.00	\$500.00
7		Job	\$50.00	\$50.00	\$50.00	\$50.00
8		Investments	\$150.00	\$150.00	\$300.00	\$150.00
9		Income	\$600.00	\$500.00	\$650.00	\$700.00
10						
11						
12	EXPENSES					
13		Food	\$50.00	\$30.00	\$100.00	\$200.00
14		Beverages	\$50.00	\$50.00	\$50.00	\$50.00
15		Parties	\$200.00	\$5.00	\$150.00	\$300.00
16		Miscellaneous	\$70.00	\$100.00	\$70.00	\$70.00
17		Expenses	\$370.00	\$185.00	\$370.00	\$620.00
18						



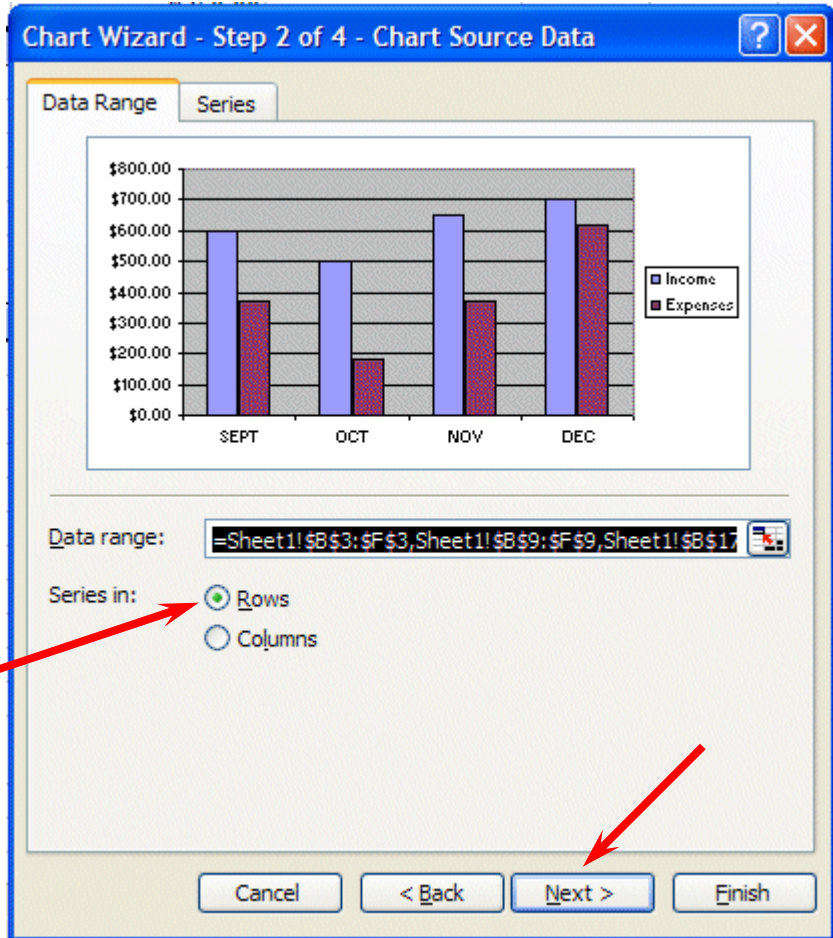
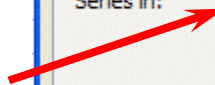
The **Chart Wizard** shows the various types of charts in **Chart type:** (on the left side of the menu screen).

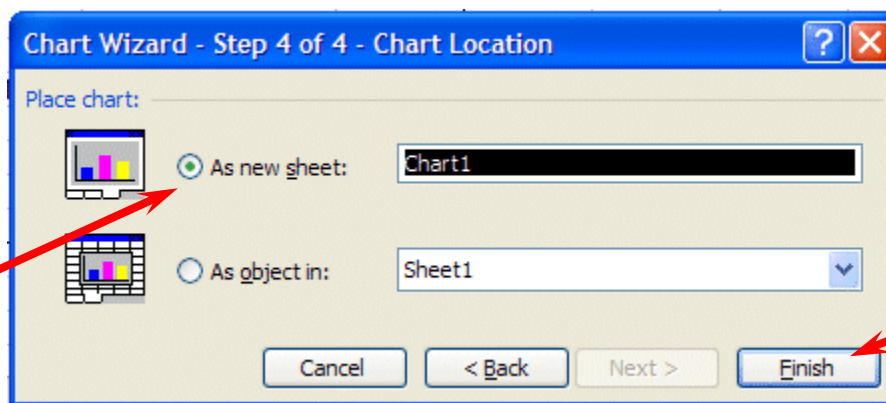
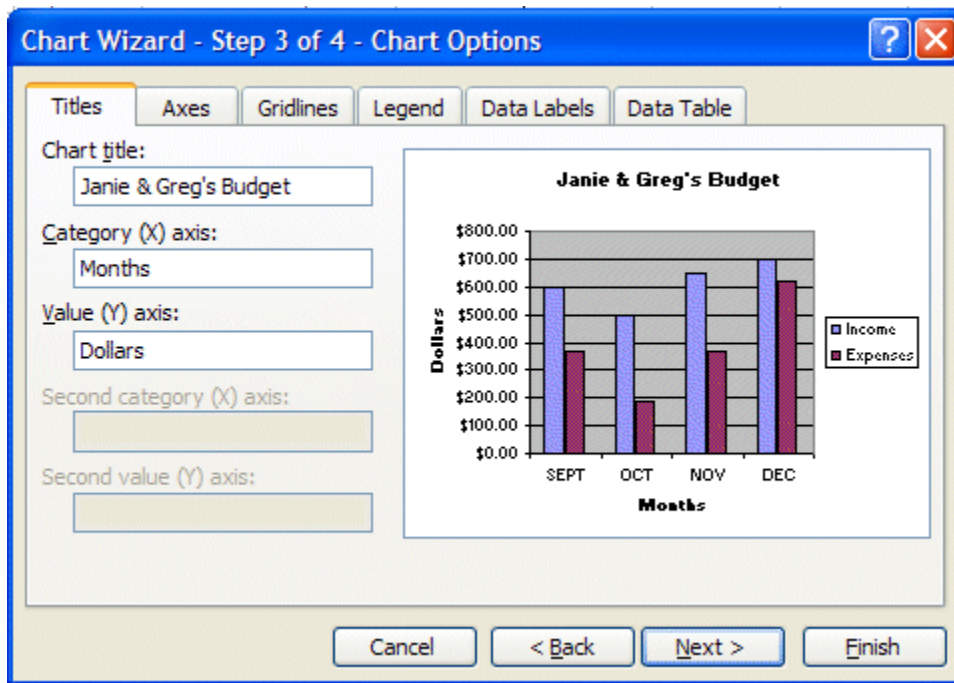


Click **Next**.



The **Step 2** portion of the menu appears (as shown on the right).





Changing (Renaming) Excel 2003 Tabs

