**Excel Basics Assignment**

Use the Excel Basics Assignment file that can be found at [www.TomasinosClass.com](http://www.TomasinosClass.com)  and follow the instructions below as you complete the assignment.

**Simple Formulas**

1.  On the first sheet of the Excel Basics Assignment Spreadsheet create simple addition formula using cell reference.  Create the formula in cell B4 to calculate the "Total Budget."  **Important note:**  Do not just add the two cells B2 and B3 – you must use a formula!

2.  Change the value of cell B2 to $2,000.  Notice how the formula in cell B4 recalculates the total.

3.  Try using the point and click method to create a formula.  Create a formula in cell G5 that multiplies the cost of napkins by the quantity needed to calculate the total cost.

4.  Edit the formula in cell B9 to change the division sign(/) to a minus sign (-).

**Creating Charts**

1.  On sheet 2 of the Excel Basics Spreadsheet Assignment, use the data to create a line chart and column chart.  Apply a chart style. In cell A7 tell which type of chart is best for this data (line or column) and explain why.

**Putting it All Together**

1.  Create a 3rd sheet in Excel Basics Spreadsheet Assignment and name the tab:  Average Cycling Speeds

2.  Add a title to the Cell A1: Day 1 Tour De France Average Speeds

3.  Create a worksheet with the following information and use the formula (total distance traveled)/(total time taken) to figure out the average speed for each cyclist.

|  |  |  |  |
| --- | --- | --- | --- |
|   | Total Distance Traveled (km) | Total Time Taken (hours) | Average Speed (total distance/total time taken) |
| Cyclist 1 | 200 | 8 |   |
| Cyclist 2 | 235 | 7.5 |   |
| Cyclist 3 | 185 | 8.5 |   |
| Cyclist 4 | 165 | 8.25 |   |
| Cyclist 5 | 215 | 8 |   |

 4.  Create a chart that best represents the data for the cyclists.  Make sure you have a chart title:   Average Cyclist Speed.