


Lesson E5: Employee Productivity Report

Intro to Excel v6

Instructions to MS Excel Specialist	
1.	Blank Work Book: Open a Blank Work Book Using MS Excel. (Shortcut on Desktop) 
2.	Saving: Save document as E5 Employee Productivity Report the Excel Folder in the Comp Apps Folder.
3.	Font Settings: Set font of the spreadsheet to Arial size 10. How? Press (CTRL + A) to select the entire worksheet then set Font to Arial, size 10 point.
4.	Column Width: Format the width of each column to 15. (CTRL + A) Click Format in the Toolbar, click Column Width and type in the value. → (This was done in Lesson E-1b Undergraduate Enrollment)
5.	Data Entry: Key (type) in the data into the spreadsheet as it appears in Data Sheet Project Spreadsheet E-5 , pictured on back. ***NOTE*** Any text in all caps, should appear in all caps (Use the Caps Lock key).
6.	Bold: Format Cell A1 to size 16 point bold. (CTRL + B)
7.	Bold: Format Cell A3 as bold. (CTRL + B)
8.	Bold: Format Cells A5- F5 as bold and underlined. (CTRL + B) & (CTRL + U)
9.	Alignment: Left-Align the data in cells A6 - F24.
10.	NEW SKILL: Sum In Cell F6 type the formula (see below) to find the total number of homes serviced by Rita Brown. In Cell F6 the formula you will type is = SUM(C6:E6) **Always include the equals sign**
11.	Autofill: Use the Autofill Function to automatically calculate the totals from F6 to F24. (Ask for help to learn this skill, if needed.) **NOTE: This skill appears in Lesson E4**
12.	NEW SKILL: Sort Sorting A-Z: Select cells A6 – F24, then right click, choose Sort from the menu and Sort Z to A. <u>HINT:</u> If done correctly, Octavia Tyler will be listed first in Row 6. (Ask for help, if needed).
13.	Margins: Set a Narrow Margin: How? Click Page Layout Tab, Go to <u>Margins</u> and choose <u>Narrow</u> .
14.	Page Layout: Set the Page Orientation to Landscape. How? Click Page Layout Tab, click <u>Orientation</u> and choose <u>Landscape</u> .
15.	Data Entry: In cell A26 type Your first and last name, align left.
16.	Data Entry: In cell A27 type the day and period of this class, align left.
17.	Data Entry: In cell A28 type today's calendar date, align left.
18.	Proofread & Edit: Proofread your work for accuracy, ask a classmate to review your work.
19.	Saving: Re-save your work/file, confirm the file name is correct and it is saved to the Excel Class Folder.

Data Sheet Project Spreadsheet E-5

Spreadsheet E-5

	A	B	C	D	E	F
1	Squeaky Clean					
2						
3	Monthly Employee Productivity Report - Total Homes Serviced					
4						
5	LAST	FIRST	JANUARY	FEBRUARY	MARCH	TOTAL
6	Brown	Rita	16	18	20	<formula>
7	Hodges	Mindy	16	16	16	
8	Moreno	Lupe	14	18	15	
9	Chekov	Uri	36	34	31	
10	Buford	Cindy	33	35	33	
11	Henderson	Barbara	34	34	30	
12	Butler	Zack	30	30	30	
13	Evans	Lou Ann	28	28	27	
14	Tyler	Octavia	28	26	27	
15	Smith	Rebecca	24	27	26	
16	Nguyen	Thuy	27	25	24	
17	Antwon	Karin	25	25	23	
18	Estevez	Ana	21	24	24	
19	Hayes	Sierra	20	24	24	
20	Torres	Maria	22	22	22	
21	Ansen	Sylvia	25	20	20	
22	Lu	Zeng	18	22	22	
23	Miller	Todd	18	20	22	
24	Cruz	Angela	19	22	18	↓