

EXCEL PROJECT 9: Performing Calculations Using Functions and Formulas

Objectives Practiced

- Use functions.
- Enter and copy formulas.
- Format cells.

Bianca works for a research organization that studies natural resources and helps educate the public about issues that affect their quality of life. She will be making a presentation at an upcoming conference and is creating a worksheet about personal water usage to demonstrate how much water an average person uses at home per day.

1. Open **EX Project 9.xlsx** from the folder containing your data files, and save it as **Water Use XXX.xlsx** (replace XXX with your initials).
2. Enter the data shown in cells J3:J13 in the figure below into the first sheet in the Water Use XXX.xlsx workbook. Format your worksheet to match the one shown in the figure using the figure callouts as a guide.

Column width 6.71 (52 pixels)


Bold and center column heads

Bold and merge and center title

Bold

Personal Water Use Chart										
Activity	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Total Number of Times	Estimated Gallons Used	Total Weekly Gallons Used
Washing face or hands									1	
Taking a shower									50	
Taking a bath									40	
Brushing teeth									2	
Flushing the toilet									5	
Getting a drink									0.25	
Cooking a meal									3	
Running a dishwasher									15	
Doing a load of laundry									30	
Watering lawn									300	
Washing car									50	
Total Weekly Water Use (gallons)										

3. In cell I3, use a function to enter a formula that sums the numbers in the range B3:H3.
4. Use the fill handle to copy the formula in cell I3 to cells I4:I13.



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5. In cell K3, enter a formula to multiply the total number of times an activity was performed (cell I3) by the estimated gallons used (cell J3).
6. Use the fill handle to copy the formula in cell I3 to cells K4:K13.
7. Use the AutoSum button to sum the numbers in cells K3:K13 and display the results in cell K14.
8. Save and close the workbook, then exit Excel.

Critical Thinking

Open the **Water Use XXX.xlsx** file. Enter your personal water usage figures for one week. Use this data to help review the formulas to be sure you entered them correctly and edit them if necessary. Save and close the workbook.