

Buying a Car

Working with Tables

New Skills

- Inserting a Table

Lesson Overview

Buying your first car is one of the biggest decisions you will make. Doing your research ahead of the visit to the car dealer will make your decision much easier. Comparing the top cars in your price range will also save you time during your search as you will not fall in love with a car that you cannot afford. Your research has found the top cars that are ideal for teenagers. The next criteria should be the estimated insurance premium to drive your selected car.

In this lesson, you will create a new worksheet containing information listing the ideal cars for teenage drivers with estimated insurance premiums. You will then learn to insert a table in your worksheet.

Tools & Terms You'll Use

Review the following tools and terms that you will practice in this lesson, as you may be required to take a written assessment test after completing this unit.

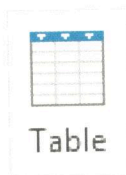
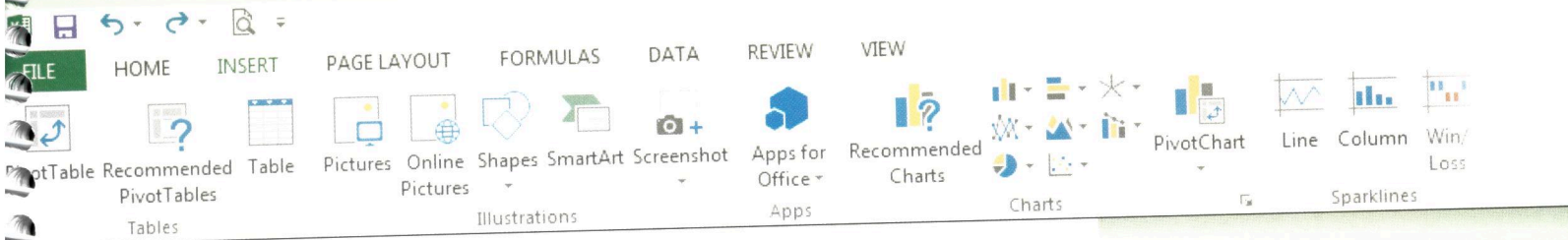


Table:

Use this icon to create a table to organize and analyze related data.



5.

Instructions

1. Using Microsoft Excel 2013, create a new Blank workbook.
2. Save the file as *5.1 Buying a Car* in your **My Excel Projects** folder.
3. Key the data as shown in *5.1 Source Doc. A*.
 Ⓜ *Note: Unless otherwise noted, resize the column widths to fit cell contents.*
4. Make the following formatting changes:
 - a. Insert a blank row before row 2
 - b. Change the font size of cells A1 to 12 and bold
 - c. Merge and center cells A1 through D1
 - d. Change the font color of row 1 to blue, Accent 1
 - e. Select column D and format as Currency
 - f. Select column D and decrease the decimal twice

5. From the **INSERT** tab, **Tables** group, do the following:

- a. Select cells A3 through D17

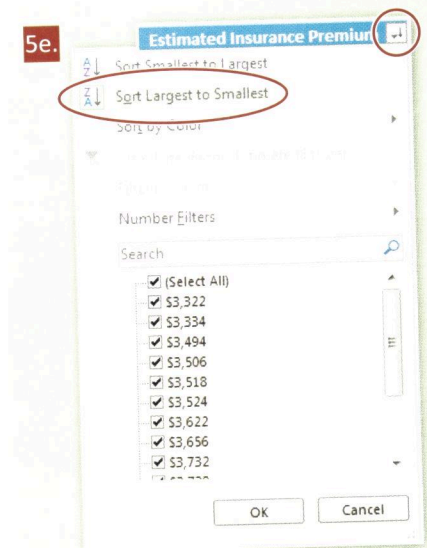
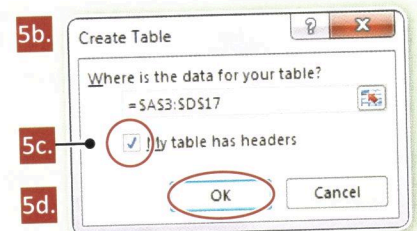
b. Click on the **Table** icon to create a table



Ⓜ *Note: The data for your Table should show the selected cells.*

- c. Make sure the **My table has headers** box is checked
- d. Click **OK**
- e. From the **Estimated Insurance Premium** drop-down menu, sort the table **Largest to Smallest**

6. Proofread your work for accuracy and format, then resave the file.
7. Select all cells containing data and Print Preview your worksheet.
8. Your worksheet should look similar to *5.1 Source Doc. B*.
9. Print a copy if required.



Lesson 5.1

Working with Tables



5.1 Source Doc. A

	A	B	C	D
1	Top 14 Used Cars for Teen Drivers Including Insurance Premiums			
2	Ranking	Make	Model	Estimated Insurance Premium
3	1	Ford	Taurus	3322
4	2	Honda	Accord	3334
5	3	Ford	Fusion	3494
6	4	Scion	xB	3506
7	5	Subaru	Legacy	3518
8	6	Volkswagen	Jetta	3524
9	7	Audi	A3 2.0T	3622
10	8	Toyota	Corolla	3656
11	9	Subaru	Impreza 2.5i	3732
12	10	Honda	Civic	3738
13	11	Ford	Focus Coupe	3800
14	12	Volkswagen	Rabbit	3974
15	13	Honda	Fit Sport	3976
16	14	Mitsubishi	Lancer GTS	4392



5.1 Source Doc.B

Top 14 Used Cars for Teen Drivers Including Insurance Premiums

Ranking	Make	Model	Estimated Insurance Premium
14	Mitsubishi	Lancer GTS	\$4,392
13	Honda	Fit Sport	\$3,976
12	Volkswagen	Rabbit	\$3,974
11	Ford	Focus Coupe	\$3,800
10	Honda	Civic	\$3,738
9	Subaru	Impreza 2.5i	\$3,732
8	Toyota	Corolla	\$3,656
7	Audi	A3 2.0T	\$3,622
6	Volkswagen	Jetta	\$3,524
5	Subaru	Legacy	\$3,518
4	Scion	xB	\$3,506
3	Ford	Fusion	\$3,494
2	Honda	Accord	\$3,334
1	Ford	Taurus	\$3,322