

EXCEL PROJECT 5: Tracking Hiking Miles in a Worksheet

Objectives Practiced

- Enter formulas.
- Copy formulas using the fill handle.
- Use Auto Fill to fill in a series
- Freeze panes.

Seneca is hiking part of the Continental Divide Trail and keeping a log of the miles she travels each day. Each time she reaches a town, she e-mails the information to her cousin back home who is recording it in a worksheet for her.

- Open **EXCEL Project 5.xlsx** from the Junior High webpage and save it as **Trail Log XXX.xlsx** (replace XXX with your initials) in YOUR NAME SHARED FOLDER.
- Select cell **A4** and use Auto Fill to fill in the dates for the range A5:A20.
- In cell D5, create a formula that adds the miles traveled today (cell C5) to yesterday's total trip miles (cell D4) to get the current total trip miles. ****NOTE - You are adding the end of total mile Day 1 or HOME in cell D4 to what you hike on Day 2 or Crazycook Monument in cell C5 and putting the total in cell D5****
- Copy the formula in D5 to cells D6:D20.
- Change the format of columns C and D to the Number format with two decimals.
- Freeze the pane above row 4.
- Scroll down the worksheet until row 21 is displayed below row 3. Enter the information that appears in cells B21:C25 in the figure below into the corresponding cells in the Trail Log XXX.xlsx workbook.

Hint

After completing step 4, the total miles for May 10 should be 221.5.

	A	B	C	D	E
1	Continental Divide Trail Log				
2					
3	Date	Starting Location	Miles	Total Miles	
21		Snow Lake	21.00		
22		Dirt Road	17.20		
23		Dirt Road	12.00		
24		Reserve, NM	9.70		
25		Mangas Mountain	21.50		
26					



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8. Use Auto Fill to fill in the dates in cells A21:A25, and then use the fill handle to copy the necessary formula to calculate and display the miles in cells D21:D25.
9. Save (in YOUR NAME SHARED FOLDER) and close the workbook, then exit Excel.