

# EXCEL PROJECT 5: Tracking Hiking Miles in a Worksheet

## Objectives

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

Jane 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.

1. Open **EX Project 05** from the website and save it as **Trail Log YOURNAME**
2. Select cell A4 and use Auto Fill to fill in the dates for the range A5:A20.
3. 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.
4. Copy the formula to D5 to cells D6:D20.
5. Change the format of Columns C and D to the Number Format with two decimals.
6. Freeze the pane above row 4.
7. 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 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					

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 two places YOUR DOCUMENTS folder and in YOUR NAME SHARED FOLDER (for me to grade) **\*\* Remember your name when saving the file \*\***