

## Basic Spreadsheet Concepts Exercise 4

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### Instructions

1. Type in all text and numbers shown in the spreadsheet below.

	A	B	C	D	E	F	G	
1	Travel Expenses for the Month of May							
2	Sales Rep	Week 1 Km	Week 2 Km	Week 3 Km	Week 4 Km	TOTAL Km Traveled	Amount Due	
3	Morrison W	150	230	95	186			
4	Oliver A	210	306	120	95			
5	Parker J	105	126	142	86			
6	Potts D	155	148	162	135			
7	Watson K	110	152	133	122			
8	Weatherby L	108	123	121	111			
9	Wilson J	106	164	153	145			
10	Wooley T	101	132	135	162			
11	Dale M	198	205	210	187			
12	Appleby G	155	155	206	152			
13	Jones W	145	215	233	98			
14	Graham T	165	489	198	186			
15	Stewart N	211	200	155	195			
16								

Make your headings go 90° instead of 45°. See Step #9.

17. Total
2. Create a formula and use fill to display Total Km Traveled for each Sales Rep.  
=sum(B3:E3)
3. Create a formula and use fill to calculate the Amount Due to each sales rep, on the basis that each rep is reimbursed 0.63 cents per kilometer traveled. =F3\*.63
4. In cell A17, type the word Total. Create a formula and use fill to display the totals for columns B-G. Use the Sum feature to do this.
5. Save as Exercise 4 in your Excel folder.
6. Merge and center the title. Highlight the **title** and insert a thick border around it. Add some shading, click "Cell Styles" and select "20% - Accent 1". Font size should be 16.

7. Sort the data by “Sales Rep” but **do not** include the blank line or the totals at the bottom.
8. Format the Spreadsheet (**highlight everything but the title**) using “Table Style Light 1”. Remove any information that appears in the blank row due to formatting. Change the font size of the spreadsheet to 12.
9. Flip all headings to 90°. Ensure that headings over words are left aligned, and headings over numbers are right aligned. Wrap “TOTAL Km Traveled” on to 2 lines.
10. When formatting money columns, use the Accounting category with 2 decimal places. The number at the top of the column requires a \$ sign and any numbers in a Total row need \$ signs. (Highlight all money items and put in the \$ sign & appropriate decimal places. Then highlight the center rows and select no \$ sign.)  
**\*\*Note: Kms do not require \$.**
11. Adjust column widths and row height if necessary (to make table more visually pleasing).
12. Double underline Total row: Home, Cell Styles, Total
13. Center vertically and horizontally on the page by selecting Page Layout, Page Setup, Margins, and check the two boxes.
14. Under Page Layout, Page Setup, Header/Footer—Center Section  
Header—Your Name  
Assignment #  
Footer—Current Date
15. Save and then print out the original. Use Ctrl + ~ to show formulas that were used. Print and don't save.

