

Basic Spreadsheet Concepts Exercise 6

Instructions

1. Type in all text and numbers shown in the spreadsheet below. Use AutoFill to complete the months. (January-December)

Change "Dinning" to "Dining"

1	A	B	C	D	E	F	G	H	I	J	K	L
2	Item	Lounge Suite	Dinning Room Suite	Bar Chair	Lazy Boy Chairs	Lamp Stand	Single Bed	Double Bed	Bedroom Dressers	Scotch Dressers	Coffee Table	Totals
3	January	5	7	12	15	3	6	10	12	4	2	
4	February	8	6	2	4	5	5	8	8	5	2	
5	March	4	9	5	7	9	9	9	15	7	5	
6	April	8	9	8	12	10	7	15	20	18	7	
7	May	10	10	4	15	12	8	12	16	21	11	
8	June	5	12	9	11	9	6	8	15	18	10	
9	July	12	12	6	8	9	12	10	14	14	8	
10	August	11	8	7	15	13	11	16	10	15	6	
11	September	14	9	12	12	15	18	23	26	13	15	
12	October	8	15	4	9	7	15	21	19	20	13	
13	November	13	14	9	13	12	16	24	30	24	18	
14	December	18	16	15	16	20	12	14	20	18	30	
15												
16	Totals											
17												

2. Create a formula and use fill to calculate total for each month along with the final total. =sum(B3:K3)
3. Create a formula and use fill to display a total for each item at the furniture store. =sum(B3:B14)
4. Save as Exercise 6 in your Excel folder.
5. Use Landscape Orientation (Page Layout, Orientation, Landscape).
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. This spreadsheet is already in order by month so do not sort.
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. Wrap the headings as shown on the original. You may have to decrease the width and increase the height to force the cell(s) to wrap.
10. Ensure that headings over words are left aligned, and headings over numbers are right aligned (even though they appear centered on the original).
11. Format all numbers with appropriate formats—Number category with zero decimal places. ****Note: None of these numbers are money!**
12. Adjust column widths and row height if necessary (to make table more visually pleasing).
13. Double underline Total row: Home, Cell Styles, Total
14. Center vertically and horizontally on the page by selecting Page Layout, Page Setup, Margins, and check the two boxes.
15. Under Page Layout, Page Setup, Header/Footer—Center Section
Header—Your Name
Assignment #
Footer—Current Date
16. Save and then print out the original. Use Ctrl + ~ to show formulas that were used. Print and don't save.

