

## BBT 9

### Basic Spreadsheet Concepts Exercise 7

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#### Instructions

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

	A	B	C	D	E	F
1	Weekly Income Schedule					
2	Date	Expenditure	Refund	Total Exp	Income	Profit \$
3	06-May	423.98	62		550	
4	13-May	598.12	67.73		780	
5	20-May	410.45	45		659.9	
6	27-May	499.1	33.75		653.98	
7	03-Jun	370.25	28.12		583	
8	10-Jun	440.8	56.25		589.12	
9	17-Jun	530.25	51.75		695.8	
10	24-Jun	490.55	96.75		663.6	
11						
12	Totals					
13						

2. Create a formula and use fill to calculate the Total Exp (Total Expenditure). =B3-C3
3. Create a formula and use fill to calculate the profit. =E3-D3
4. Create a formula and use fill to display a total for columns B-F. Use AutoSum.
5. Save as Exercise 7 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. You do not have to sort this spreadsheet as it is in order by date already.

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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. Ensure that headings over words are left aligned, and headings over numbers are right aligned.
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.)
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.