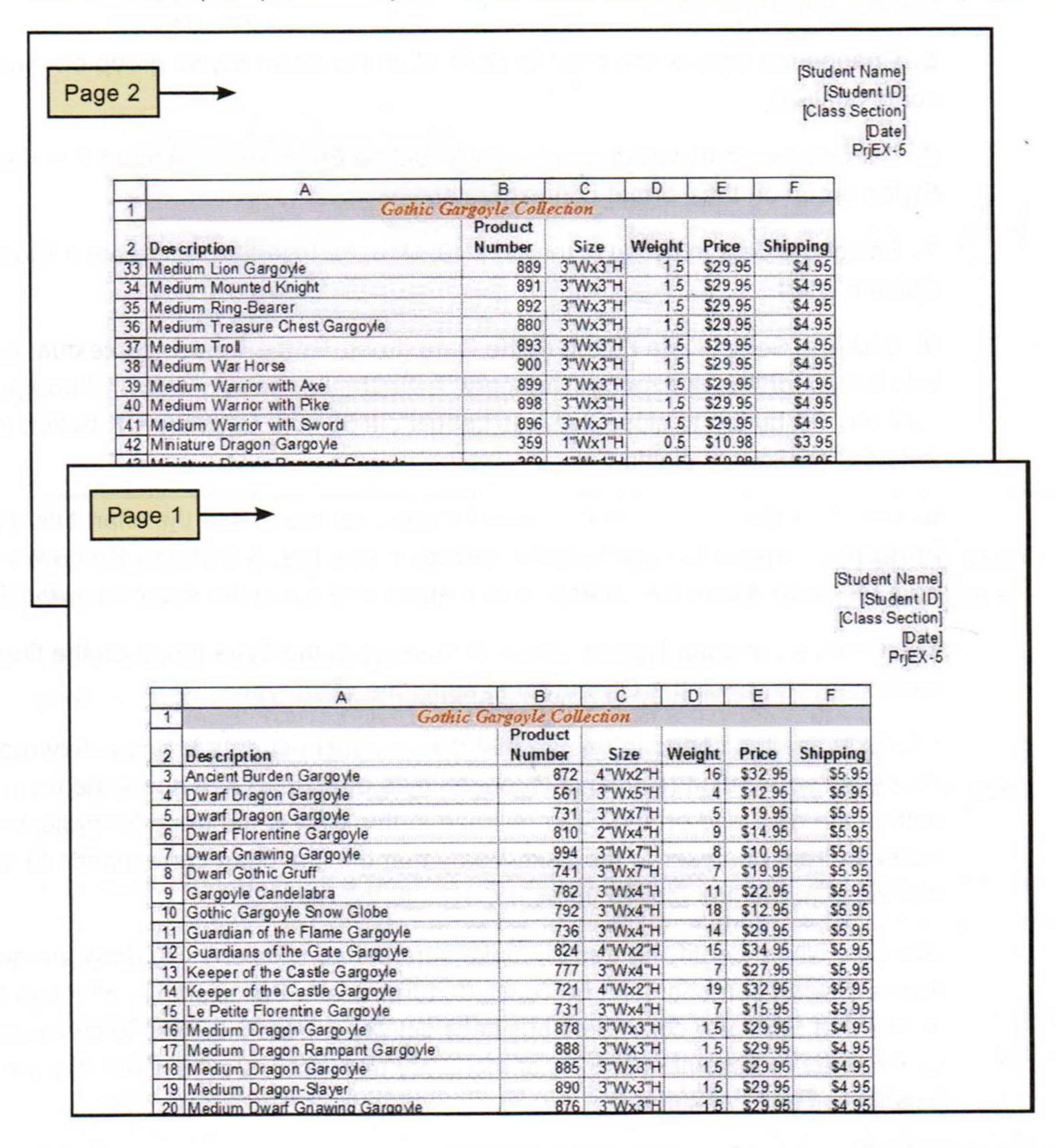# Project EX-5: Finalizing a Worksheet

In this project, you'll apply what you've learned about Microsoft Excel to complete a worksheet, freeze its titles, and finalize it for printing.

Requirements: This project requires Microsoft Excel.

Project file: PrjEX-5.xlsx

1. Copy the file PrjEX-5.xlsx to your Project folder using the Copy It! button on this page in the BookOnCD.

2. Start Microsoft Excel and open the file PrjEX-5.xlsx from your Project folder.

3. Notice that when you scroll the worksheet, the title and column headings are no longer visible. To freeze the titles at the top of the screen, click cell A3. You've clicked this cell because you want the titles above row 3 to remain fixed in place when you scroll.

4. Click the View tab, click Freeze Panes in the Window group, then select Freeze Panes. Now scroll the worksheet and make sure that rows 1 and 2 remain in view.

5. Scroll down the worksheet and notice that data for the miniature gargoyles is not complete. Select cells B43 and B44, then use the Fill handle to consecutively number the products. (Hint: To check your work, make sure that the Miniature Dragon Gargoyle has a product number of 359 and the Miniature War Horse has 381.)

6. All of the miniatures are the same size, weight, price, and shipping cost. Use the Fill command to duplicate the information from cells C43 through F43 for all miniature gargoyles.

7. Select cell B2. Use the Dialog Box Launcher in the Alignment group to wrap the text.

8. Adjust the width of column B so that "Product Number" fits on two lines.

9. Right-justify the data in column C and center the titles in columns B through F.

10. Sort the data in cells A3 through F68 in A to Z order by Description.

11. Check the spelling of the worksheet and correct misspellings as needed.

12. Unfreeze the panes so that you can scroll the entire worksheet.

13. Add a right-justified header to the worksheet that includes your name, your student ID number, your class section number, today's date, and PrjEX-5.

14. Add a centered footer to the worksheet that includes the word Page followed by the page number. (Hint: If you can't see header and footer elements such as Page Number, select the Design tab.)

15. Switch back to Normal View. Click the File tab and look at the print preview to see how this worksheet is set up to print. Does it print all the miniature gargoyles? What's printed on the second page?

16. Go back to the worksheet and look at the current print area, A1:I43. Part of the sheet is not included. To clear the print area so the entire sheet will be printed, click the Page Setup Dialog Box Launcher in the Sheet Options group on the Page Layout tab.

17. Use the File tab's Print settings to adjust the scaling option so that the worksheet will be printed on a single sheet of paper. Print your worksheet.

18. The text on the single-page printout is quite small. Let's suppose that you don't want to print the Discount Schedule. On the Page Layout tab, change the width and height to Automatic, and the scale to 100%.

19. Select cells A1 through F68. Using the Layout tab, designate this range as the print area so that the Discount Schedule is not printed.

20. Use the Print Titles button to designate cells A1 through F2 as the title to print on every page.

21. Specify that you want to print gridlines and headings so that you can see the row numbers and column letters on the printout. Click OK to apply all selected settings and close the Page Setup dialog box.

22. Set a page break at row 33. (Hint: Select cell G33 before you click the Breaks button.)

23. Look at a print preview of your worksheet. It should look similar to the two pages below.

Page 2

[Student Name]
[Student ID]
[Class Section]
[Date]
PrjEX-5

	A	B	C	D	E	F
1	Gothic Gargoyle Collection					
2	Description	Product Number	Size	Weight	Price	Shipping
33	Medium Lion Gargoyle	889	3"Wx3"H	1.5	$29.95	$4.95
34	Medium Mounted Knight	891	3"Wx3"H	1.5	$29.95	$4.95
35	Medium Ring-Bearer	892	3"Wx3"H	1.5	$29.95	$4.95
36	Medium Treasure Chest Gargoyle	880	3"Wx3"H	1.5	$29.95	$4.95
37	Medium Troll	893	3"Wx3"H	1.5	$29.95	$4.95
38	Medium War Horse	900	3"Wx3"H	1.5	$29.95	$4.95
39	Medium Warrior with Axe	899	3"Wx3"H	1.5	$29.95	$4.95
40	Medium Warrior with Pike	898	3"Wx3"H	1.5	$29.95	$4.95
41	Medium Warrior with Sword	896	3"Wx3"H	1.5	$29.95	$4.95
42	Miniature Dragon Gargoyle	359	1"Wx1"H	0.5	$10.98	$3.95

Page 1

[Student Name]
[Student ID]
[Class Section]
[Date]
PrjEX-5

	A	B	C	D	E	F
1	Gothic Gargoyle Collection					
2	Description	Product Number	Size	Weight	Price	Shipping
3	Ancient Burden Gargoyle	872	4"Wx2"H	16	$32.95	$5.95
4	Dwarf Dragon Gargoyle	561	3"Wx5"H	4	$12.95	$5.95
5	Dwarf Dragon Gargoyle	731	3"Wx7"H	5	$19.95	$5.95
6	Dwarf Florentine Gargoyle	810	2"Wx4"H	9	$14.95	$5.95
7	Dwarf Gnawing Gargoyle	994	3"Wx7"H	8	$10.95	$5.95
8	Dwarf Gothic Gruff	741	3"Wx7"H	7	$19.95	$5.95
9	Gargoyle Candelabra	782	3"Wx4"H	11	$22.95	$5.95
10	Gothic Gargoyle Snow Globe	792	3"Wx4"H	18	$12.95	$5.95
11	Guardian of the Flame Gargoyle	736	3"Wx4"H	14	$29.95	$5.95
12	Guardians of the Gate Gargoyle	824	4"Wx2"H	15	$34.95	$5.95
13	Keeper of the Castle Gargoyle	777	3"Wx4"H	7	$27.95	$5.95
14	Keeper of the Castle Gargoyle	721	4"Wx2"H	19	$32.95	$5.95
15	Le Petite Florentine Gargoyle	731	3"Wx4"H	7	$15.95	$5.95
16	Medium Dragon Gargoyle	878	3"Wx3"H	1.5	$29.95	$4.95
17	Medium Dragon Rampant Gargoyle	888	3"Wx3"H	1.5	$29.95	$4.95
18	Medium Dragon Gargoyle	885	3"Wx3"H	1.5	$29.95	$4.95
19	Medium Dragon-Slayer	890	3"Wx3"H	1.5	$29.95	$4.95
20	Medium Dwarf Gnawing Gargoyle	876	3"Wx3"H	1.5	$29.95	$4.95

24. Save your worksheet in your Project folder using the file name PrjEX-5 XXXXX 9999, where XXXXX is your name or student ID number and 9999 is your class section number.

25. Submit your project on a USB flash drive, as a printout, or as an e-mail attachment, according to your instructor's directions.