Project EX-3: Formatting a Worksheet

In this project, you'll apply what you've learned about Microsoft Excel to complete and format a worksheet.

Requirements: This project requires Microsoft Excel.

Project file: PrjEX-3.xlsx

1. Copy the file PrjEX-3.xlsx to your Project folder using the Copy It! button on this page in the BookOnCD.

2. Start Microsoft Excel.

3. Open the file PrjEX-3.xlsx from your Project folder.

4. Click the ◢ empty block between the "A" and "1" labels in the upper-left corner of the worksheet to select the entire worksheet.

5. Change the font size of the entire worksheet to 12 point.

6. Use the Fill handle to copy the formula from cell C6 to cells D6 and E6.

7. Copy the formula from cell C15 to cells D15 and E15.

8. Copy the formula from cell F4 to cells F5 through F6, and cells F9 through F15.

9. Insert a new, empty row before row 15.

10. Change the color of the text in cell A1 to dark blue.

11. Change the font in cell A1 to Times New Roman, size 14, bold.

12. Using the *Merge and Center* button in the Alignment group to merge the contents of cells A1 through F1 so that the title is centered across those columns.

13. In cell A2, enter today's date.

14. Click cell A2 and use the Dialog Box Launcher in the Number group to open the Format Cells dialog box. Select a date format that displays dates in the format Wednesday, March 14, 2001.

15. Merge the contents of cells A2 through F2 so that the date is centered.

16. Format cells A3 through F3 as bold text. Format cells A8 and A16 as bold text.

17. Format the numbers in cells C4 through E16 as currency using buttons in the Number group on the Home tab.

18. Format the numbers in cells F4 through F16 as percentages (no decimal places).

19. Right-align the labels in cells C3 through F3.

20. Add both inside and outside borders (All Borders) to two cell ranges: B4 through F5 and B9 through F13. (Hint: Look at the Font group on the Home tab.)

21. Adjust the width of all columns so that all labels and values fit within the cells.

22. Now, explore what happens when you align some of the worksheet labels at a 90-degree angle. Select cells C3 through F3. Click the Orientation button in the Alignment group, then select Rotate Text Up.

• Formatting a Worksheet (continued)

23. Aligning column headings at a 90-degree angle is useful for worksheets that have many narrow columns. On this worksheet, however, the labels looked better at the normal angle, so use the Undo button on the Quick Access toolbar to undo the 90-degree angle.

24. Compare your worksheet to the one shown below.

	A	B	C	D	E	F	G	H
1			Income and Expense Summary					
2			Monday, December 03, 2012					
3	Income		Previous	Current	Increase	% Increase		
4		Misc. Income	$ 1,450.00	$ 2,208.00	$ 758.00	52%		
5		Sales	$ 53,200.00	$ 72,850.00	$ 19,650.00	37%		
6		Total	$ 54,650.00	$ 75,058.00	$ 20,408.00	37%		
7								
8	Expenses							
9		Salaries	$ 22,180.00	$ 23,850.00	$ 1,670.00	8%		
10		Inventory	$ 18,462.00	$ 24,502.00	$ 6,040.00	33%		
11		Rent	$ 4,500.00	$ 5,250.00	$ 750.00	17%		
12		Advertising	$ 2,240.00	$ 3,810.00	$ 1,570.00	70%		
13		Misc.	$ 1,860.00	$ 2,602.00	$ 742.00	40%		
14		Total	$ 49,242.00	$ 60,014.00	$ 10,772.00	22%		
15								
16	Profit		$ 5,408.00	$ 15,044.00	$ 9,636.00	178%		
17								

25. Save your worksheet in your Project folder using the file name PrjEX-3 XXXXX 9999, where XXXXX is your name or student ID number and 9999 is your class section number.

26. Use one of the following options to submit your project on a USB flash drive, as a printout, or as an e-mail attachment, according to your instructor's directions:

• To submit the project on a USB flash drive, close Excel and then copy the file PrjEX-3 XXXXX 9999 from your Project folder to a USB drive. Make sure your name is on the USB drive.