

Guided Project 1-1

Abdul Kohl has just been hired at Life's Animal Shelter and asked to track the organization's weekly expenses on a spreadsheet.

[Student Learning Outcomes 1.1, 1.2, 1.3, 1.4, 1.5, 1.6, 1.8]

File Needed: None

Completed Project File Name: *[your initials] Excel 1-1.xlsx*

Skills Covered in This Project

- Create and save a workbook.
- Enter text and numbers.
- Change font size and attributes.
- Create a formula using AutoSum.
- Use the Fill Handle.
- Apply Cell Styles.
- Apply a theme.
- Apply page layout options.
- Insert a row and adjust column width and row height.
- Rename and apply color to sheet tabs.
- Merge and center titles.
- Apply number formatting.
- Insert and delete sheets.
- Use spell check.

1. Open a new workbook.
 - a. Click the **File** tab to open the *Backstage* view.
 - b. Click **New** and then click **Blank workbook** to open a new blank workbook.
2. Save the workbook as *[your initials] Excel 1-1*.
 - a. Press **F12** to open the *Save As* dialog box.
 - b. Rename the file *[your initials] Excel 1-1* in the *File name* area.
 - c. Select the folder or **Browse** to the location on your *SkyDrive*, computer, or storage device to save the workbook.
 - d. Click **Save**.
3. Enter the data.
 - a. Select **A1**, type *Life's Animal Shelter*, and then press **Enter**. Type *September 1 – 7, 2015* and press **Enter**.
 - b. Type the remaining data in Figure 1-97.
4. Use the *Fill Handle* to copy a series.
 - a. Select **B4**.
 - b. Place the pointer on the *Fill Handle* (small black square in the lower right corner of the cell) until the fill pointer (thin black plus sign) appears.
 - c. Click and drag the fill pointer to **H4**.

	A	B	C	D	E	F	G	H
1	Life's Animal Shelter							
2	September 1 – 7, 2015							
3								
4	Expense Category	Monday						
5	Food	408.40	640.00	330.00	669.80	401.00	636.70	648.00
6	Medicine	528.20	528.00	528.20	528.20	527.00	550.00	550.00
7	Supplies	478.20	560.00	478.20	478.20	469.00	460.00	460.00
8	Wages	27.70	20.00	26.00	27.00	27.00	28.00	28.00
9	Charitable	25.00	20.00	21.00	23.00	23.00	23.00	23.00
10	Total							

1-97 Excel 1-1 data

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Carol Yacht, McGraw-Hill Education



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