

## Guided Project 1-1

Abdul Kohi 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.

- Open a new workbook.
  - Click the **File** tab to open the *Backstage* view.
  - Click **New** and then click **Blank workbook** to open a new blank workbook.
- Save the workbook as *[your initials] Excel 1-1*.
  - Press **F12** to open the *Save As* dialog box.
  - Rename the file *[your initials] Excel 1-1* in the *File name* area.
  - Select the folder or **Browse** to the location on your SkyDrive, computer, or storage device to save the workbook.
  - Click **Save**.
- Enter the data.
  - Select **A1**, type *Life's Animal Shelter*, and then press **Enter**. Type *September 1 – 7, 2015* and press **Enter**.
  - Type the remaining data in Figure 1-97.
- Use the Fill Handle to copy a series.
  - Select **B4**.
  - 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.
  - 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	\$28.40	\$40.00	\$30.00	\$60.00	\$61.00	\$36.75	\$48.00
6	Veterine	\$25.25	\$25.43	\$25.25	\$25.25	\$25.00	\$50.00	\$50.00
7	Wages	\$75.25	\$80.00	\$75.00	\$75.00	\$80.00	\$60.00	\$65.00
8	Medic	25.00	20.00	25.00	25.00	25.00	20.00	25.00
9	Shelter	25.00	20.00	25.00	25.00	25.00	25.00	25.00
10	Total							

1-97 Excel 1-1 data

# Microsoft Word 2013 McGraw Hill Chapter 1

**Carol Yacht, McGraw-Hill Education**



## **Microsoft Word 2013 Mcgraw Hill Chapter 1:**

## The Enigmatic Realm of **Microsoft Word 2013 McGraw Hill Chapter 1**: Unleashing the Language is Inner Magic

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### **Table of Contents Microsoft Word 2013 McGraw Hill Chapter 1**

1. Understanding the eBook Microsoft Word 2013 McGraw Hill Chapter 1
  - The Rise of Digital Reading Microsoft Word 2013 McGraw Hill Chapter 1
  - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Word 2013 McGraw Hill Chapter 1
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Microsoft Word 2013 McGraw Hill Chapter 1
  - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Word 2013 McGraw Hill Chapter 1
  - Personalized Recommendations
  - Microsoft Word 2013 McGraw Hill Chapter 1 User Reviews and Ratings
  - Microsoft Word 2013 McGraw Hill Chapter 1 and Bestseller Lists

5. Accessing Microsoft Word 2013 Mcgraw Hill Chapter 1 Free and Paid eBooks
  - Microsoft Word 2013 Mcgraw Hill Chapter 1 Public Domain eBooks
  - Microsoft Word 2013 Mcgraw Hill Chapter 1 eBook Subscription Services
  - Microsoft Word 2013 Mcgraw Hill Chapter 1 Budget-Friendly Options
6. Navigating Microsoft Word 2013 Mcgraw Hill Chapter 1 eBook Formats
  - ePub, PDF, MOBI, and More
  - Microsoft Word 2013 Mcgraw Hill Chapter 1 Compatibility with Devices
  - Microsoft Word 2013 Mcgraw Hill Chapter 1 Enhanced eBook Features
7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Microsoft Word 2013 Mcgraw Hill Chapter 1
  - Highlighting and Note-Taking Microsoft Word 2013 Mcgraw Hill Chapter 1
  - Interactive Elements Microsoft Word 2013 Mcgraw Hill Chapter 1
8. Staying Engaged with Microsoft Word 2013 Mcgraw Hill Chapter 1
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Microsoft Word 2013 Mcgraw Hill Chapter 1
9. Balancing eBooks and Physical Books Microsoft Word 2013 Mcgraw Hill Chapter 1
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Microsoft Word 2013 Mcgraw Hill Chapter 1
10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
11. Cultivating a Reading Routine Microsoft Word 2013 Mcgraw Hill Chapter 1
  - Setting Reading Goals Microsoft Word 2013 Mcgraw Hill Chapter 1
  - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Microsoft Word 2013 Mcgraw Hill Chapter 1
  - Fact-Checking eBook Content of Microsoft Word 2013 Mcgraw Hill Chapter 1
  - Distinguishing Credible Sources
13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
- Exploring Educational eBooks

### 14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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