

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	\$45.00	\$30.50	\$65.80	\$61.00	\$36.75	\$48.80
6	Veterine	\$25.20	\$25.40	\$25.25	\$25.20	\$27.00	\$50.00	\$55.00
7	Wages	\$75.20	\$80.00	\$75.00	\$75.00	\$85.00	\$60.00	\$65.00
8	Medic	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00
9	Subtotal	\$25.00	\$25.00	\$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

A Loxley



Microsoft Word 2013 Mcgraw Hill Chapter 1:

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