

Guided Project 1 -3 (Mac 2016 Version)

In this project, you edit a worksheet for Wear-Ever Shoes that tracks their product inventory. You change the zoom size, reset the panes, and format data. You copy an existing formula to calculate the value of the current stock and insert a column for new data. After adjusting print options, you set a print area for a specific product line.

Skills Covered in This Project

- Open and save a workbook.
- Change zoom size and remove a split.
- Freeze panes.
- Format labels and values.
- Use the *Fill Handle* to copy a formula and fill a series.
- Check spelling.
- Apply a workbook theme, cell styles, and font attributes.
- Merge & center labels.
- Insert a column and adjust column widths and row heights.
- Adjust alignment, indents, and borders.
- Rename the sheet tab.
- Use *Page Layout* view to insert a footer.

Step 1: Download start file

1. Open the **WearEverShoes-01.xlsx** start file. If the workbook opens in *Protected View*, click the **Enable Editing** button so you can modify it. The file will be renamed automatically to include your name. Change the project file name if directed to do so by your instructor, and **save** it.

NOTE: If group titles are not visible on your **Ribbon**, click the Excel menu and select *Preferences* to open the *Excel Preferences* dialog box. Click the *View* button and check the *Show group titles* check box under *Ribbon*. Close the *Excel Preferences* dialog box.

2. Remove a split and freeze panes.
 - a. Click the **Split** button [View tab, Window group]. The split is removed.
 - b. Click cell **A4** to freeze the column titles at this position.
 - c. Click the **Freeze Panes** button [View tab, Window group].
 - d. There is a solid border between rows 3 and 4 to mark the pane.
 - e. Scroll to row **31** and click cell **E31**. The column titles are frozen.
 - f. Type **3** and press **Enter** (Figure 1-91).
 - g. Press **fn+ control +Left Arrow**. The insertion point returns to cell **A4**.

| | A | B | C | D | E | F | G | H |
|----|-----------------|----------------------|-------|------|----------|-----------------|------|-------|
| 1 | Wear-Ever Shoes | | | | | | | |
| 2 | Current Stock | | | | | | | |
| 3 | Product ID | Product | Color | Size | Quantity | Men's or L Cost | | Value |
| 16 | WE013 | Comfy Walking Shoes | Taupe | 7.5 | 2 W | | 42.5 | |
| 17 | WE014 | Comfy Walking Shoes | Brown | 8 | 3 W | | 42.5 | |
| 18 | WE015 | Lary Flip-Flops | Pink | 6 | 4 W | | 7.5 | |
| 19 | WE016 | Lary Flip-Flops | Pink | 7 | 0 W | | 7.5 | |
| 20 | WE017 | Lary Flip-Flops | Pink | 8 | 2 W | | 7.5 | |
| 21 | WE018 | Lary Flip-Flops | White | 6 | 3 W | | 7.5 | |
| 22 | WE019 | Lary Flip-Flops | White | 7 | 1 W | | 7.5 | |
| 23 | WE020 | Lary Flip-Flops | White | 8 | 2 W | | 7.5 | |
| 24 | WE021 | Lary Flip-Flops | Brown | 8 | 2 M | | 7.5 | |
| 25 | WE022 | Lary Flip-Flops | Brown | 9 | 4 M | | 7.5 | |
| 26 | WE023 | Lary Flip-Flops | Brown | 10 | 2 M | | 7.5 | |
| 27 | WE024 | Lary Flip-Flops | Brown | 11 | 2 M | | 7.5 | |
| 28 | WE025 | Seriously Tall Boots | Black | 6 | 0 W | | 42.5 | |
| 29 | WE026 | Seriously Tall Boots | Black | 6.5 | 0 W | | 42.5 | |
| 30 | WE027 | Seriously Tall Boots | Black | 7 | 1 W | | 42.5 | |
| 31 | WE028 | Seriously Tall Boots | Black | 7.5 | 3 W | | 42.5 | |

1-91 Panes frozen at cell A4

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Christian G. Meyer



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