COMPUTER TECHNOLOGY

EXCEL ASSIGNMENT 2

1. Create the worksheet shown below. Make sure you place the items in the correct columns. Items in Column A will not all fit at this time. You will learn a new way to adjust column widths later.
2. Save you workbook as Excel Assignment 2.



1. You will now insert an additional row to this spreadsheet
2. Right click **Row 7.**
3. Point to **insert** on the shortcut menu and click
4. Excel inserts a new row in the worksheet by shifting down the selected row.
5. Add the following information in your new row 7.
6. Key **Leather Sofa** as an item.
7. Key **1099** as the Price.
8. Key **789** as the Cost
9. You will now adjust the *Item column* width to fit the text.
10. Point to the vertical side of column A heading above row 1. (Between the A and the B column)
11. The cursor will change into a dark +. Now you can click and drag the mouse to the right until all the typed text is showing; or you may quickly double click. (You Choose)
12. Change the Font and Size in cell A1 to **Bold, 16 point.**
13. **Center** the label (title) in row 1 over the cells:
14. Select cell **A1 to D1** (you want to center the title over this range of cells.)
15. Right click and select **Format Cells**.
16. Make sure the Alignment tab is selected.
17. Click the down arrow for **horizontal** boxto display the options**.**
18. Choose **Center Across Selection**. Click OK. The label is now centered over the columns you selected.
19. Make cell D4 your active cell. You will now place a simple formula in this cell to compute the profit made on each item.
20. Type **=** to start the formula. Notice that the = will also appear in the formula bar.
21. Type **B4 – C4 and press Enter.** (notice that the formula also appears in the formula bar.) You are subtracting the cost from the price.
22. The calculation of **140** should appear in cell **D4.**
23. Copy this formula down by dragging the **fill handle.** (The fill handle is the small black **+** that shows up when your cursor is on the bottom right corner of the cell.)
24. Click and drag the handle down to cells **D4 through D10.**
25. Release the mouse
26. Excel copies the formula and the Auto Fill button appears.
27. Click in cell D11.
28. Format Cells B4 to D10 as **Currency** with Two decimal places
29. Select cells B4 to D10.
30. Choose **Format** on the menu bar.
31. Scroll down to **Format Cells**
32. Make sure the **Number** tab is selected.
33. Choose **Currency** in the Category list box.
34. The Decimal Places box should show 2. Click OK
35. The numbers should now be formatted with $ and two decimal places.
36. You will now **Shade** the Title
37. Select cells A1 to D1
38. Select **Format** on the menu bar
39. Scroll down to **Format Cells**
40. Click the **Fill**  tab.
41. Select a light gray square, 2nd row, 12nd column and click OK.
42. The Title will be shaded.
43. You will now place a border around the column headings:
44. Select cells A3 to D3
45. Choose **Format**  from the menu bar
46. **Format cells**
47. Click the **Borde**rtab.
48. Click the Outline box. The preview shows which borders are available.
49. In the *Styles* box, choose the **double line**, (2nd column last line)
50. Click **Outline** again and the double lines show in the preview.
51. Click OK. A border is now placed around your column headings.
52. Save again turn in the worksheet as instructed.
53. You will now show your formulas.
54. Hold down the control button and click the **Tilde** button. The Tilde button is the small button above the Tab.
55. The formulas appear in your document instead of numbers in the D column.
56. This is how your teacher will check to see if your formula is correct.