

Student Directions Microsoft Excel



Go to this [centralr3.org](http://www.centralr3.org/lit8/lit8.html) website <http://www.centralr3.org/lit8/lit8.html>

and open the Excel document called **Excel Literacy Test**. Save this file into your Computer Literacy Test folder as gamesystems1.xls. Make the following changes to the Excel document.

Part 1

1. In cell A3 **type** the words Prepared by your name (ex. Prepared by John Smith).
2. In cell A1 **type** Sales. **Merge and center** cells A1 to D1. **Bold** the word Sales.
3. In Cell A2 **type** Entertaining Gadget Sales, Inc. **Merge and center** cells A2 to D2. Then **bold** the words Entertaining Gadget Sales, Inc.
4. **Insert** a blank row below your name.
5. In Row 5 **center** the words Division, Sales, Expenses and Profits.
6. **Enter** a formula in cell D6 that will **subtract** the expenses from the sales. (=B6-C6)
7. **Copy** the formula from cell D6 into cells D7, D8, D9, and D10.
8. **Type** TOTAL in all capitals at the bottom of the **Divisions** column (cell A11).
9. In Row 11, use the **AutoSum** button to calculate **totals** for columns B, C, and D.
10. Place a **bottom border** on row 10 from columns A through D.
11. **Proofread** the document and save.
12. **Reveal** (show) your formulas.
13. Adjust the **column widths** to fit text and numbers.
14. **Print Preview**. Make sure the grid lines are set to print.
15. **Print** the selection A1:D11

Part 2

16. **Hide** the formulas & make needed adjustments to **column width**.
17. Format the numbers to **comma style** with no decimal places.
18. Format totals to **currency style** with no decimal places.
19. **Sort** the worksheet you have just made in **ascending** order using the Division column, keeping TOTAL as the last row. **Add** the word Sorted to cell A4.
20. **Save** and **print** your worksheet.
21. **Staple** score sheet on top, Part 1 second and Part 2 last.