

DIGITAL DESIGN APPLICATIONS

Excel Beginning

EXTRA CREDIT ASSIGNMENT

1. Save the file as EXTRA CREDIT-Revenue in your Excel folder.
2. Begin by entering in the information below, starting at cell A1.

	A	B	C	D	E	F
1	Club Threads					
2	Fall Revenues					
3	Tax Rate:	35%				
4						
5		July	August	September	October	Total
6	Cap Sleeves	15000	22000	25000	15000	
7	Pocket Tee	25000	33000	34000	25000	
8	Big-Leg Jean	40000	52000	48000	40000	
9	Total					
10	Taxes					
11						

3. Center the worksheet titles (Rows 1-2) over worksheet (Columns A-F). Change the font of the title to Berlin Sans Demi, 16 pt. font.
4. Change the font color of the title to red, and the background to yellow. Center the title horizontally and vertically in the cell.
5. Widen Column A to 19. Adjust the widths of the other columns to the automatically fit the longest entry.
6. Expand the height of the Rows 1-2 to 35, Rows 5, 9, 10 to 25 and Rows 3, 6-8 to 20.
7. Change the font of the column headings to Arial, 12 pt., bold and center horizontally.
8. Center all of the information vertically in the cells. Horizontal alignment should remain the same. Adjust the width of the columns if needed.
9. Calculate the total number of items in column F. Change the column width if needed.
10. Calculate the total for each month in row 9. Change the column width if needed.
11. Using the tax rate in cell B3, calculate the amount of tax for each of the totals in row 10.
12. Change the number format to currency, no decimals. Change the column width if needed.
13. Indent the 3 items in cell A6:A8 one indent. Adjust column width if needed.
14. Add a thick red outline border around the range A1:E11.
15. Change the layout of the page to landscape. Center the information horizontally and vertically on the page.
16. Add a header to the information with your name, hour and current date.
17. Print a copy of the worksheet in B/W (HP3005) and hand in to tray on Mrs. Soyring's desk.