

Instructions to the MS Excel Specialist

1. Using Microsoft Excel, create a new blank workbook.
2. Save the document as **Project E-1 Undergraduate Enrollment Demographic Data** in the "Excel Projects" folder within the "College Concierge Projects" folder.
3. Format the width of each column to 20.
4. Key the data into the spreadsheet as it appears in **Spreadsheet E-1**. Unless otherwise noted, the font should be set to Arial 10 point.
5. Center-align the data in cells B3 – E8.
6. Carefully proofread your work for accuracy.
7. Resave the file.
8. Set the Print Area to include all cells containing data in the spreadsheet.
9. Use Print Preview and adjust the Page Setup so that the spreadsheet fits on one page.
10. Print a copy of the spreadsheet if required by your instructor.

Spreadsheet E-1

Tips and Strategies

1. Read all of the instructions before proceeding with the project.
2. Because prospective students and their families will be viewing this data and might use the information to help them decide whether to attend the University of Learning, carefully check your work for accuracy after you input it into the spreadsheet.

	A	B	C	D	E
1	Undergraduate Enrollment				
2					
3	Grade Levels	Arts and Sciences	School of Management	School of Nursing	School of Education
4	Freshman	1800	600	175	82
5	Sophomore	1758	578	168	75
6	Junior	1680	485	128	65
7	Senior	1595	389	111	69
8	TOTAL	6833	2052	582	291