



Document Setup



Startup:	Create a New blank Microsoft Excel workbook.
File Name:	Save the workbook as Activity 18.
Font and Size:	Calibri, 11 pt. (unless otherwise noted)
Header:	Your Name - Activity # - Activity Title
Orientation:	Landscape
Column Width:	Resize columns to fit cell contents (unless otherwise noted).

Instructions

- Select the following cells, format as currency with no decimal places, and use the \$ symbol:
 - B6 through C28
 - E6 through E28
 - G6 through G28
 - I6 through I28
 - K6 through K28
- Select the following cells and format as Percentage with no decimal places:
 - D6 through D27
 - F6 through F27
 - H6 through H27
 - J6 through J27
 - L6 through L27
- Format the width of column A to 32 and the width of columns B through L to 12.
- Key the data as shown in Data Worksheet 18.1.
- Change the year in cell A3 to be current.
- Select cell A1 and format to 22 pt.
- Select cells A2 and A3 and format to 20 pt.
- Select cells A1 through L1 and merge and center align the text.
- Select cells A2 through L2 and merge and center align the text.
- Select cells A3 through L3 and merge and center align the text.
- Select cells B5 through L5 and center align the text.
- To calculate the % change from January to February for the first expense, subtract January from February and then divide the difference by January. Enter the following formula in cell D6:

$$=(C6-B6)/B6$$
- Select cell B6 and use the Auto Fill feature to fill the formula for the remaining expenses in cells B7 through B27.



14. To calculate the % change for the remaining months (March – June), key the following formulas into the cells indicated:
 - a. Cell F6: $= (E6 - C6) / C6$
 - b. Cell H6: $= (G6 - E6) / E6$
 - c. Cell J6: $= (I6 - G6) / G6$
 - d. Cell L6: $= (K6 - I6) / I6$
15. Select the following cells and use the Auto Fill feature to fill the formula for the remaining expenses into the cells indicated:
 - a. F6 (F7 through F27)
 - b. H6 (H7 through H27)
 - c. J6 (J7 through J27)
 - d. L6 (L7 through L27)
16. To calculate the total expenses for the month of January, enter the following formula in cell B28:
 $=SUM(B6:B27)$
17. Select cell B28 and copy the formula to cells C28, E28, G28, I28, and K28.
18. Select cells A20 through B22 and create a pie chart that shows the breakdown of the three types of Repair Expenses for January. Format the chart as follows:
 - a. Location: Place the chart on the same sheet as your data and position it so that it does not cover any data.
 - b. Chart Title: Title the chart Repair Expenses - January, center aligned above the chart, 18 pt.
 - c. Axis Titles: Do not show axis titles.
 - d. Legend: Place the legend to the right of the chart.
 - e. Data Labels: Show data labels as Percentage.
 - f. Format the color of each pie piece as follows: Repair Expense - Dining (red), Repair Expense - Equipment (yellow), and Repair Expense - Rides (blue).
19. Select cells B5 through C5, E5, G5, I5, K5, B23 through C23, E23, G23, I23, and K23 and create a pie chart that shows each month's Salary Expense. Format the chart as follows:
 - a. Location: Place the chart on the same sheet as your data and position it so that it does not cover any data.
 - b. Chart Title: Title the chart Salary Expenses January - June, center aligned above the chart, 18 pt.
 - c. Axis Titles: Do not show axis titles.
 - d. Legend: Place the legend to the right of the chart.
 - e. Data labels: Show data labels as Percentage.
20. Carefully proofread your work for accuracy. Use Ctrl + ` to display and check formulas.
21. Set the Print Area to include all cells containing data in the spreadsheet.
22. Center the spreadsheet horizontally and vertically on the page.
23. Print Preview and adjust the Page Setup so that the spreadsheet fits on one page.
24. Resave the file.
25. Print a copy of the spreadsheet if required by your instructor.



Expense Pie Chart

Data Worksheet 18.1

	A	B	C	D	E	F	G	H	I	J	K	L
		January	February	% change	March	% change	April	% change	May	% change	June	% change
1	Excellent Adventures	\$1,500	\$2,548		\$1,500		\$1,200		\$2,500		\$3,022	
2	Monthly Expenses	\$493	\$393		\$382		\$350		\$353		\$472	
3	January - June 20xx	\$200	\$236		\$267		\$236		\$878		\$150	
4		\$203	\$150		\$129		\$150		\$211		\$236	
5		\$669	\$977		\$820		\$977		\$534		\$304	
6	Advertising Expense	\$494	\$304		\$957		\$304		\$301		\$324	
7	Charitable Contributions Expense	\$155	\$134		\$407		\$134		\$201		\$134	
8	Credit Card Fee Expense	\$210	\$210		\$639		\$210		\$524		\$210	
9	Depreciation Expense	\$3,899	\$547		\$382		\$547		\$908		\$159	
10	Electricity Expense	\$151	\$159		\$126		\$159		\$264		\$430	
11	Federal Income Tax Expense	\$522	\$249		\$345		\$249		\$646		\$547	
12	Insurance Expense	\$928	\$831		\$768		\$831		\$955		\$831	
13	Internet Services Expense	\$263	\$265		\$754		\$265		\$977		\$265	
14	Maintenance Expense - Dining	\$558	\$461		\$143		\$461		\$707		\$461	
15	Maintenance Expense - Grounds	\$935	\$399		\$507		\$399		\$814		\$399	
16	Maintenance Expense - Offices	\$152	\$250		\$324		\$344		\$356		\$0	
17	Miscellaneous Expense	\$402	\$80		\$402		\$431		\$349		\$329	
18	Payroll Tax Expense	\$4,128	\$4,182		\$4,128		\$4,182		\$6,239		\$6,383	
19	Propane Gas Expense	\$53	\$58		\$36		\$38		\$53		\$58	
20	Repair Expense - Dining	\$120	\$230		\$210		\$235		\$120		\$230	
21	Repair Expense - Equipment	\$1,976	\$1,785		\$1,934		\$1,947		\$1,976		\$1,785	
22	Repair Expense - Rides	\$459	\$490		\$483		\$392		\$459		\$490	
23	Salary Expense											
24	Sales Tax Expense											
25	Supplies Expense											
26	Telephone Expense											
27	Web Hosting Fee Expense											
28	TOTAL EXPENSES											
29												