
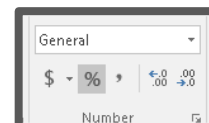


Intro to MS Excel – Office Specialist

1. Open the **Starter Document** titled **E2 Market Analysis** found on the Lesson Web Page.
2. Save document as **E2 Market Analysis** the **Excel Folder** of the **Comp Apps** Folder.
3. **Font:** Unless otherwise noted, the font should be set to Arial and size 10 point. Press CTRL + A to Select All, set font to Arial and Size font 10 point.
4. **Data Entry:** Key (type) in the data into the spreadsheet as it appears below the Data Sheet Project **E-2 Market Analysis**. HINT: You are recreating the table below these instructions.
NOTE: In cells D6 – D10 do not type the Percent Symbol (%). You should highlight cells D6 – D10 and then click on the Percent Style Tool [CTRL + SHIFT + %] or use the % tool (see → →) 
5. **Font Size:** In Cell A1 change the font size of cell A1 to size 16 point & **boldface**, using ALL CAPS key in the title MARKET ANALYSIS.
6. **Format:** Format cells A5 – I5 using 12-point font size, **bold**, *italics* and underline.
How? Select cells A5 – I5, then use the font menu to make the changes listed above.
7. **Alignment:** Center-Align the Column D (the entire column).
How? Click on the D (Cell Reference so the entire column is selected), click the Center Tool.
8. **Alignment:** Right-Align the data in columns E – I.
How? Click on the Columns E -I (So all 5 columns are selected), click the Right-Align Tool.
9. **Format:** Format the width of columns D – I to the width of 12. (Ask for help on how to do this.)
How? Click on the Columns D - I (So all 6 columns are selected), right click the gray selected area, click Column Width and enter the value of 12, click OK. (**HINT: This step was done in Lesson E-1**).
10. **Margins:** Set a Custom Margin:
How? Click Page Layout Tab, Go to Margins and choose Narrow.
11. **Page Layout/Orientation:** Set the Page to Landscape:
How? Click Page Layout Tab, click Orientation and choose Landscape.
12. In cell A12 type Your first and last name
13. In cell A13 type the day and period of this class.
14. In cell A14 type today's calendar date. (If the date format is off, call the teacher over.)
15. Carefully proofread your work for accuracy. Ask a classmate to proof your work. Re-save.

NOTE: In cells D6 – D10 do not type the Percent Symbol (%). You should highlight cells D6 – D10 and then click on the Percent Style Tool [CTRL + SHIFT + %]



	A	B	C	D	E	F	G	H	I
1	MARKET ANALYSIS								
2									
3									
4									
5	Potential Customers			% Growth	Year 1	Year 2	Year 3	Year 4	Year 5
6	Local workers			2%	4853	4950	5049	5150	5253
7	Local students			2%	2844	2901	2959	3018	3078
8	Seasonal tourists			3%	80558	82975	85464	88028	90669
9	Weekend shoppers			4%	4308	4480	4660	4846	5040
10	Area residents			2%	15000	15300	15606	15918	16236