


Instructions to MS Excel Using Office Specialist

1.	Blank Work Book: Open a Blank Work Book Using MS Excel. (Shortcut on Desktop) 
2.	Saving: Save document as E4 Top Selling Products the Excel Folder in the Comp Apps Folder.
3.	Column Width: Format the width of Column B to 30 and format the width of Column C to 15.
4.	Data Entry: Key (type) in the data into the spreadsheet as it appears in Data Sheet Project E-4 , pictured on back. Unless otherwise noted, the font should be set to Arial and size 10 point. Any text that appears in ALL CAPS on the Data Sheet, should be type using ALL CAPS (Use the Caps Lock key).
5.	Font Size: Cell A1 should be font size 16 point.
6.	Bold: Format Row 1 and Row 5 as Boldface. (CTRL + B)
7.	NEW SKILL: AUTOFILL (<i>As seen in Videos in Lesson E-1a</i>) Using the Autofill Function (Ask teacher for a demonstration). You will use the Autofill Function to complete the numbering pattern in the Rank Column from cell A7 to A26. How? Highlight Cells A7 & A8, release mouse. Rest your mouse pointer on the bottom right corner of cell A8 (see small green dot). Click to hold mouse button, drag the mouse downward to cell A26, release. If you have done this correctly, the number sequence should be 1 through 20.
8.	Alignment: Left-Align the data in cells A7 – A26.
9.	Alignment: Center-Align the data in Column C.
10.	Margins: Set a Custom Margin: How? Click Layout Tab, click Margins and choose Narrow.
11.	Page Layout: Set the Page to Landscape (horizontal) How? Click Layout Tab, click <u>Orientation</u> and choose <u>Landscape</u> .
12.	Data Entry: In cell A28 type Your first and last name
13.	Data Entry: In cell A29 type the day and period of this class.
14.	Data Entry: In cell A30 type today's date.
15.	Proofread & Edit: Carefully proofread your work for accuracy.
16.	Proofread & Edit: Ask a classmate to proof your work.
17.	Saving: Re-save your work and confirm the file is named correctly and is saved to your Excel Folder.

Spreadsheet E-4

	A	B	C
1	Jazz My Wheels		
2			
3	The top-selling products for the last 3 months		
4			
5	RANK	PRODUCT CATEGORY	UNITS SOLD
6			
7	1	Interior Mirrors	971
8	2	Floor Mats	788
9		Navigation Systems	784
10		Key Chains	587
11		Interior Knobs & Vents	585
12		Shifter Kits & Knobs	584
13		Anti-Theft Devices	581
14		Dash Accent Kits	580
15		Door Lock Pins	568
16		Interior Decals	558
17		DVD & CD Carriers	557
18		Sunshades	492
19		Cell Phone Accessories	354
20		Steering Wheels & Covers	265
21		Door Handle Trim	258
22		Audio & Entertainment	257
23		Arm Rests & Covers	221
24		Safety Kits	215
25		Alarm Systems	158
26		Seats & Seat Covers	89

Project Data Sheet E-4