

Instructions to the MS Excel Specialist

1. Using Microsoft Excel, create a new blank workbook.
2. Save the document as **Project E-9 Accounts Payable** in the "Excel Projects" folder within the "Lawn Enforcement Projects" folder.
3. Key the data into the spreadsheet as it appears in **Spreadsheet E-9**. Unless otherwise noted, the font should be set to Arial 10 point.
4. Change the font size of cell A1 to 16 point bold.
5. Change the font size of cell A2 to 14 point bold.
6. Format rows 5 and 6 as bold. Be sure that the text you keyed in these rows is in all caps.
7. Format the width of column A to 30 and left-align.
8. Format the width of column B to 15 and right-align.
9. Format column B as numbers displaying 2 decimal places.
10. Format the width of column C to 15 and center-align.
11. Format cells C8 – C33 as percentages displaying 0 decimal places.
12. Format the width of columns D – G to 15 and right-align.
13. Format cells D8 – D33 as numbers displaying 2 decimal places.
14. Enter a formula in cell D8 that will compute the PURCHASE DISCOUNT.
*Hint: In cell D8, key =B8*C8.*
15. Enter a formula in cell E8 that will compute the SUBTOTAL.
Hint: In cell E8, key =B8-D8.
16. Enter a formula in cell F8 that will compute the SALES TAX (assuming the sales tax rate is 6%).
*Hint: In cell F8, key =E8*6%.*
17. Enter a formula in cell G8 that will compute the AMOUNT OWED.
Hint: In cell G8, key =E8+F8.
18. Use the AutoFill feature to copy the formulas in columns D through G down for the remaining companies.
19. Enter a formula in cell B35 that will compute the total for column B.
Hint: In cell B35, key =SUM(B8:B33).
20. Enter a formula in cell B36 that will compute the AVERAGE for column B.
Hint: =AVERAGE(B8:B33).
21. Enter a formula in cell B37 that will compute the MAXIMUM for column B.
Hint: =MAX(B8:B33).
22. Enter a formula in cell B38 that will compute the MINIMUM for column B.
Hint: =MIN(B8:B33).
23. Copy the formulas in cells B35 – B38 and paste them in cells D35 – D38, E35 - E38, F35 - F38, and G35 - G38.
24. Bold rows 35 – 38. Be sure that the text you keyed in these rows is in all caps.
25. Display formulas in your spreadsheet by using <CTRL>+' to check for accuracy.

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26. Carefully proofread your work for accuracy.
27. Resave the file.
28. Set the Print Area to include all cells containing data in the spreadsheet.
29. Use Print Preview and adjust the Page Setup so that the spreadsheet fits on one page.
30. Print a copy of the spreadsheet if required by your instructor.

	A	B	C	D	E	F	G
1	Lawn Enforcement						
2	Accounts Payable						
3							
4							
5		AMOUNT	%	PURCHASE			AMOUNT
6	COMPANY	OWED	DISCOUNT	DISCOUNT	SUBTOTAL	SALES TAX	OWED
7							
8	Frank's Gardens	445	0.03	<formula>	<formula>	<formula>	<formula>
9	Horticultural Tool & Supply	875	0.04				
10	Home Depot	625	0.05				
11	Lowe's	845	0.03				
12	Walmart	753	0.02				
13	Organic Plant Health	126	0.04				
14	Plantmeds	523	0.05				
15	Ace Hardware	542	0.06				
16	Gardens Alive	521	0.02				
17	Scotts	684	0.03				
18	Blue Bird Hardware	375	0.05				
19	Peaceful Ponds	1257	0.07				
20	Gemplers	157	0.04				
21	Target	460	0.03				
22	Lesco	587	0.04				
23	Earth Materials	456	0.02				
24	Planet Natural	879	0.04				
25	Extremely Green	575	0.05				
26	Rayfield Hardware	250	0.05				
27	Neeps	982	0.04				
28	Mowers Direct	1740	0.04				
29	Jack's Small Engines	687	0.05				
30	John Deere	575	0.04				
31	Lawn Mower Pros	442	0.05				
32	Sears	542	0.04				
33	Green Scene	214	0.04	↓	↓	↓	↓
34							
35	TOTALS	<formula>		<formula>	<formula>	<formula>	<formula>
36	AVERAGE	<formula>		<formula>	<formula>	<formula>	<formula>
37	MAXIMUM	<formula>		<formula>	<formula>	<formula>	<formula>
38	MINIMUM	<formula>		<formula>	<formula>	<formula>	<formula>