

Instructions to the MS Excel Specialist

1. Using Microsoft Excel, create a new blank workbook.
2. Save the document as **Project E-2 Market Analysis** in the "Excel Projects" folder within the "Lettuce-Do-Lunch Projects" folder.
3. Key the data into the spreadsheet as it appears in **Spreadsheet E-2**. Unless otherwise noted, the font should be set to Arial 10 point.
4. Change the font size of cell A1 to 16 point bold. Be sure you keyed the text using all caps.
5. Format cells A5 – I5 as 12 point bold, italic, and underline.
6. Center-align the data in column D.
7. Right-align the data in columns E – I.
8. Format the width of columns D – I to 12.
9. Carefully proofread your work for accuracy.
10. Resave the file.
11. Set the Print Area to include all cells containing data in the spreadsheet.
12. Use Print Preview and adjust the Page Setup so that the spreadsheet orientation is landscape and it fits on one page.
13. Print a copy of the spreadsheet if required by your instructor.

Spreadsheet E-2

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