Instructions to the MS Excel Specialist

1. Using Microsoft Excel, create a new blank workbook.

2. Save the document as **Project E-4 Top-Selling Products** in the "Excel Projects" folder within the "Jazz My Wheels Projects" folder.

3. Key the data into the spreadsheet as it appears in **Spreadsheet E-4**. Unless otherwise noted, the font should be set to Arial 10 point.

4. Format row 1 as bold.

5. Format row 5 as bold.

6. Use the AutoFill feature to automatically complete the series of RANK numbers down column A to cell A26.

7. Left-align the data in cells A7 – A26.

8. Center-align the data in column C.

9. Format the width of column B to 30, and format the width of column C to 15.

10. Carefully proofread your work for accuracy.

11. Resave the file.

12. Set the Print Area to include all cells containing data in the spreadsheet.

13. Use Print Preview and adjust the Page Setup so that the spreadsheet fits on one page.

14. Print a copy of the spreadsheet if required by your instructor.

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