

Instructions to the MS Excel Specialist

1. Using Microsoft Excel, create a new blank workbook.
2. Save the document as **Project E-5 Employee Productivity Report** in the “Excel Projects” folder within the “Squeaky Clean Projects” folder.
3. Key the data into the spreadsheet as it appears in **Spreadsheet E-5**. Unless otherwise noted, the font should be set to **Arial 10 point**.
4. Format cell **A1** as **16 point bold**.
5. Format cell **A3** as **bold**.
6. Format cells **A5 – F5** as **bold and underlined**.
7. Format the width of each column to **15**.
8. Left-align the data in cells **A6 – F24**.
9. Enter a formula in cell **F6** to find the total number of homes serviced by **Rita Brown**.
Hint: In cell F6, key =SUM(C6:E6).
10. Use the **AutoFill** feature to automatically calculate the totals down column **F** to **F24**.
11. Sort the employees by their **TOTAL** scores in descending order (**Z – A**).
12. Display formulas in your spreadsheet by using **<CTRL>+`** to check for accuracy.
13. Carefully proofread your work for accuracy.
14. Resave the file.
15. Set the **Print Area** to include all cells containing data in the spreadsheet.
16. Use **Print Preview** and adjust the **Page Setup** so that the spreadsheet fits on one page.
17. Print a copy of the spreadsheet if required by your instructor.

Spreadsheet E-5

	A	B	C	D	E	F
1	Squeaky Clean					
2						
3	Monthly Employee Productivity Report - Total Homes Serviced					
4						
5	LAST	FIRST	JANUARY	FEBRUARY	MARCH	TOTAL
6	Brown	Rita	16	18	20	<formula>
7	Hodges	Mindy	16	16	16	
8	Moreno	Lupe	14	18	15	
9	Chekov	Uri	36	34	31	
10	Buford	Cindy	33	35	33	
11	Henderson	Barbara	34	34	30	
12	Butler	Zack	30	30	30	
13	Evans	Lou Ann	28	28	27	
14	Tyler	Octavia	28	26	27	
15	Smith	Rebecca	24	27	26	
16	Nguyen	Thuy	27	25	24	
17	Antwon	Karin	25	25	23	
18	Estevez	Ana	21	24	24	
19	Hayes	Sierra	20	24	24	
20	Torres	Maria	22	22	22	
21	Ansen	Sylvia	25	20	20	
22	Lu	Zeng	18	22	22	
23	Miller	Todd	18	20	22	
24	Cruz	Angela	19	22	18	↓