

Instructions to the MS Excel Specialist

1. Using Microsoft Excel, create a new blank workbook.
2. Save the document as **Project E-7 Nutritional Facts** 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-7**. Unless otherwise noted, the font should be set to **Arial 10 point**.
4. Change the font size of cell **A1** to **16 point**.
5. Format cells **A3 – I3** as **14 point bold**.
6. Format the height of row 3 to **120**.
7. Change the text orientation in cells **B3 – I3** to **60 degrees**.
8. Change the shading to pale orange for cells **A4 – I4**, **A6 – I6**, **A8 – I8**, and **A10 – I10**.
9. Format the height of rows 4 – 11 to **20**.
10. Format the width of column A to **27**.
11. Carefully proofread your work for accuracy.
12. Resave the file.
13. Set the Print Area to include all cells containing data in the spreadsheet.
14. Use Print Preview and adjust the Page Setup so that the spreadsheet orientation is landscape and it fits on one page.
15. Print a copy of the spreadsheet if required by your instructor.

	A	B	C	D	E	F	G	H	I
1	Nutrition Facts - Desserts								
2									
3	Item	Calories	Total Fat (g)	Saturated Fat (g)	Cholesterol (mg)	Sodium (mg)	Carbohydrate (g)	Fiber (g)	Protein (g)
4	Chocolate Chip Cookie	85	5	2	14	42	11	0	1
5	Peanut Butter Cookie	247	14	3	18	136	27	1	4
6	Chocolate Cake	286	8	1	1	211	52	0	3
7	Brownie	243	10	3	10	153	39	0	3
8	Carrot Cake	523	31	10	73	410	58	4	7
9	Cheesecake	514	32	20	158	404	48	1	8
10	White Chip Macadamia Cookie	327	18	7	46	153	38	1	4
11	Sugar Cookie	224	11	6	16	136	27	0	2